

U4BW training courses

**Improving knowledge
and experience**



Our Ethos

Continuous learning around ERP solutions such as Unit4 Business World (U4BW) is an important factor for users and organisations in order to maintain knowledge and control of their systems.

Having confident users of any system ensures quality data entry and improved management information. Staff turnover quite often causes quality issues for an organisation and its management.

Basic training is the first step in understanding your system; in order to get maximum business benefit you need real training insight.

Overview

Williams Woodward offers a comprehensive selection of training courses for the U4BW product. New courses are being developed and added on a regular basis. Our training course material has been developed utilising our many years of experience of developing and delivering customised training for our customers, which gives us an in-depth understanding of what delegates need to know and the most straightforward and effective knowledge transfer techniques.

A professional, structured approach delivers a high quality consistent training experience. Our documentation sets include; agenda, setup guide, user guide, course workbook (as appropriate), and our courses are delivered with our pre-populated databases.

Our Approach

At Williams Woodward we have considered the most effective way to deliver each subject and tailored the training method. Our courses are designed to enhance learning and provide reference points for users, through tutor led formal training, consultative training or workshop sessions.

Our aim is to give System Administrators and Super Users the knowledge and confidence to set up, maintain and use the U4BW system effectively. The training also provides additional understanding of the system capabilities, opening up opportunities to make your system work more efficiently and maximize the value and benefits U4BW delivers to your organisation.

Customised Training

We are also able to provide customised training packages in order to meet specific needs.

The customised courses can be for experienced U4BW users who want to gain a deeper understanding of the functionality of modules which have been purchased and are currently used to a limited extent; for end users where the training material will be customised to reflect the way U4BW is set up and used within your organisation and can include complimentary material relating to your processes, policies and procedures; or technical, for example, Advanced Reporting.

The initial step in developing a customised training package is a formal Training Needs Analysis (TNA) session. The output from the TNA session will be a proposal covering the training to be delivered: classroom, workshop, e-learning, presentations, number of delegates to be trained via each method and the subjects to be covered, the material to be developed.

As well as development of training material and delivery of training, we can also provide Training Management and Administration Services as part of a customised training package, including working with you on the Change Management aspects of the training programme and analysis of feedback from the delegates/e-learning participants.

Course Catalogue

Course Name	Outline	Duration	Pre-Requisites	Target Audience
Introduction to U4BW	Desktop & WEB navigation, logging in & out, moving round the screens, different types of screens, screen completion; Cornerstones concepts.	0.5 Days	None	Anyone new to Agresso
Cornerstones & Financials Basics	Introduction to U4BW Cornerstones, Company Creation, Accounting Structures, Currency & Tax Codes, Pre-posting Routines, GL Transactions, GL Reports & Enquiries, Workflow Possibilities	2 Days	Introduction to U4BW	System Administrators Super Users
System Admin	User Administration & Roles. Maintenance of Account Codes, Attributes values, periods, texts and fixed registers. Workflow management. Enquiry Admin & Balance Tables including links. Batch Input. IntellAgent Alerts, Planner - importing data & Year End. Year End processes.	2 Days	Introduction to U4BW Cornerstones & Financials Basics General system knowledge	System Administrators
Accounts Payable	Supplier set-up, Incoming Invoice registration and posting, Document Archive, Open Items, Remittances and Payment Proposals, Workflow Possibilities, Enquiries.	2 Days	Introduction to U4BW Cornerstones & Financials Basics	System Administrators Super Users
P2P	Purchasing set up, products set up, requisitions to purchase orders, receipting, incoming invoices, purchasing enquiries, workflow possibilities.	2 Days	Introduction to U4BW Cornerstones & Financials Basics	System Administrators Super Users
Sales to Cash	Customer set-up, creation and processing of Sales Orders, Invoices and Credit Notes, Payments, Debt Management, Payment Plans, Workflow Possibilities, Enquiries.	2 Days	Introduction to U4BW Cornerstones & Financials Basics	System Administrators Super Users
Reporting	An overview of the different reporting options available in the standard product, the strengths and best practice use of each tool, Enquiries, Browsers, Information Pages, Analyzer.	2 Days	Introduction to U4BW Cornerstones & Financials Basics General system knowledge	Super Users
Information Pages	An overview on how to create Charts and Graphs and collectively arrange these in a Dashboard. Using Analyzer. This can be split out from the reporting training, and delivered as an individual course.	0.5 Days	Introduction to U4BW Cornerstones & Financials Basics General system knowledge	Super Users
Workflow	Workshop Style delivery, including understanding workflow components and screens. Planning and building a workflow process. Maintenance and alert set-up.	2 Days	Introduction to U4BW Cornerstones & Financials Basics General system knowledge	System Administrators

Course Name	Outline	Duration	Pre-Requisites	Target Audience
Improving the User Experience	Set up of Personal Menus, Links, Flexifields. Customising Entry Screens, User-defined Titles & Texts, Views, Data Model joins. Advanced Reporting Tools & Use of IntellAgent Alerts, including external documents and in system-generated emails.	1 Day	Introduction to U4BW Cornerstones & Financials Basics General system knowledge	System Administrators Super Users
Managing the Technical Environment	U4BW Server Architecture, Management Console, Database Admin, Copying U4BW databases, Desktop Client, Web Client, Deployment of Report Engine and BIF, Updates and Hotfixes, Disaster Recovery, Troubleshooting.	1 Day	Providing IT support to U4BW Users	IT Staff End User Training
End User Training	End User Training is available using generic User Guide training materials.	Dependent on teaching areas required.	Introduction to U4BW	End Users

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