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## EFM Start – Financial Accounting Start

**Requirements** none

### Participants

All future EFM- / EAM users from the area of financial accounting, asset accounting and DP. The workshop will give all key users and managers a broad impression of the PORTOLAN accounting system.

### Objectives

Within two days, a first impression of master data, functionalities and data flows of EFM accounting will be given. The experience gained during the EFM Start workshop forms the basis for a successful participation in advanced courses.

### Topics

- General System Information
- Modular structure of PORTOLAN
- System navigation / menu technique
- Function keys
- Question mark technique
- Handling of the graphical user interface
- Menu- / screen generator
- Documentation
- System functions
- Online Help
- Master data maintenance
- Cost drivers
- General Ledger accounts
- Cost centers
- Cost units
- Turnover units
- Action menu
- Table administration
- Report generator
- Master Data
- Creation of a company master
- Opening and closing of periods
- Creation and modification of personal accounts
- Maintenance of the GL accounts master
- Maintenance of the (company) bank master
- Maintenance of text modules
- Voucher Maintenance
- Creation of voucher groups
- Voucher posting
- Voucher search
- Account Information
- Display and printout
- Reminders; Payments
- Evaluations
- Balance and examples of P & L statements
- Data flow to Cost Center Accounting, Cost Unit Accounting and Fixed Asset Accounting
- Asset Management / Fixed Asset Accounting
- Basic System
- Examples of GL accounts / Asset accounts
- Processing methods
- Fixed Asset Master
- Posting Operations
- Inward and outward movements
- Valuation Areas
- Report Analyses
- Display Asset Movement Schedule
- Reporting

**Duration** 2 days

**Price** on request