



## **Vision XL Fundamentals**

### **Prerequisites:**

This course assumes the participant has basic spreadsheet skills. The participant should be comfortable with cutting, copying and pasting. Understanding how to use formulas, cell references and assigning absolute and relative cell references is also important. Additionally participants should be familiar with basic accounting principles and have worked with at least one computer based accounting system.

### **Learning Objectives:**

Upon completion of this course, participants will know how to:

- Configure Vision for Excel
- Create Detailed Reports
- Create Summary Reports
- Define Extract Modes and User Defined Outputs
- Define Data Links and Data Selectors
- Create Summary Links
- Define Format Tables
- Use Report and Query Wizards
- Perform balances and transactional Drill Down
- Create, define and edit Cubes
- Create Vision macros using Macro Builder
- Create complex reports with Vision Report Designer
- Write data back from Excel to the Vision datamart
- Write Segment Descriptions and Financial Entities from Excel to the Vision datamart
- Use Vision Cache to speed up the report refresh process

**Course Outline**

The course takes the form of hands on training with all attendees performing 22 Vision training exercises on their computers.

**Who should attend**

Users who are responsible for the building and maintenance of Vision XL reports.

**Length**

One day

**Location**

Your company premises or our training centre