



NIMBLE AMS ACCOUNTING CLASS DESCRIPTION

Duration 5.5 Hours

Class begins promptly at 9:00 AM, with a morning break, hour lunch break, and an afternoon break. Class is scheduled to end at 2:30 PM, but times may vary based on student questions and discussions. Class will be held virtually unless otherwise arranged. Sessions conducted as part of a Choice Training package (non-Scheduled classes) can be recorded/distributed upon request. Scheduled classes NOT recorded.

Hours Estimate

All hours listed in parenthesis are estimates – actual times will differ based on many variables such as:

- Student Ability
- Questions
- Side Discussions
- Labs

NOTE: An additional One (1) Hour of Prep Time will be assigned to the total training hours assessed for this class for all Implementation (pre Go-Live) classes due to the setup of the Training orgs & agenda comms.

Overview

The Nimble AMS Accounting class is an introduction to stock accounting features and business processes such as how orders and payments are processed, ledger entries totaled and batched, and data exported to external accounting software. Students will gain hands-on experience by using Nimble and engaging in a variety of practice exercises.

By the end of the course, students will understand the important factors to consider when determining how to set-up their organization's accounting system and have a solid foundation for viewing, managing, and interpreting accounting data.

Training will be conducted using the Nimble AMS Training Org. A copy of the org will be distributed the day before training with login instructions and the Nimble AMS Accounting Manual. Clients have active Org for 30 days to practice lessons learned/reinforce with manual.

Who Should Attend

- Finance and Accounting staff

Prerequisites

Required

- Familiarity with the Nimble System

Preferred

- Familiarity with accounting practices

Nimble AMS Accounting Training Manual included with attendance

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Agenda:

Introduction to Nimble Accounting (9:00 – 9:30)

- How Nimble AMS Accounting Works
- Resources
- Financial Management Systems Integration
- Accounting Best Practices
- Day to Day Accounting
- Nimble Basics Training (Optional)

Entities and Accounting Records (9:30 – 10:15)

- Understanding Entities
- Payments Overview
 - Bank Accounts
 - Entity Payment Methods
 - Credit Card Issuers
 - Payment Gateways
 - Sales Taxes
- Accounts Receivable Overview
 - AR GL Accounts
 - Entity Order Items
 - AR Aging
- Multi-Entity Accounting
- Fiscal Year Setup

BREAK 10:15-10:30

GL Accounts (10:30 – 11:00)

- Understanding GL Accounts
- GL Account Maintenance
- Creating GL Accounts

Products (11:00 – 11:30)

- Understanding Products
- Editing a Product
- Enabling a Product for Community Hub
- Deactivating a Product
- Pricing
- Product Links
- Ship Methods
- Deferred Revenue Products
- Deferred Schedules

Orders and Payments (11:30 – 12:15)

- Understanding Orders and Payments
- Orders Tab
- Order Process
- Placing an Order
- Creating a New Order
- Adjusting Orders
- Cancelling & Refunding Orders
- Crediting an Account
- Making Prepayments
- Generating Bulk Invoices or Order Confirmations
- Payment Preferences
- Payment Processing Running Order Analytics
- Running Order Reports

LUNCH 12:15-1:00

Transactions (1:00 – 1:15)

- Understanding Transactions
- Transaction Detail
- Transaction Creation

Deferred Revenue (1:15 – 1:30)

- Understanding Deferred Revenue
- Setting a Product to be Deferred
- Ordering a Deferred Product
- Deferred Schedules

Batches (1:30 – 2:00)

- Understanding Batches
- Automatic Batch Updates
- Key Fields on a Batch
- Processing a Daily Batch
- Correcting an Unhealthy Batch
- Creating an Outstanding Batch Record
- Transferring Unhealthy Carts

Reconciliation & Reports (2:00 – 2:30)

- Reconciliation Reports
- Accounts Receivable Statements
- AR Trial Balance Wizard and Report
- Deferred Revenue Report Wizard and Report