



Customized Infor Q&A Reporting Training Course

Date: 11th – 13th October 2023 | **Time:** 10:00am - 1:00pm East African Time

Duration: 3 days

Course Objectives:

By the end of the training, the trainees will be able to:

- Understand various methods of extracting data using Infor QA
- Perform basic maintenance of Infor Q&A
- Extract static non-financial data using Infor Q&A Excel
- Extract financial transactions using Infor Q&A Excel
- Design basic reports using Infor Q&A Excel
- Design complex report using Infor Q&A Excel
- Design reports using Infor Q&A Executive
- Upload data into SunSystems from Excel using Infor Q&A

Day 1

Wednesday, 11th October 2023

- Introduction and opening remarks
- Introduction to Infor Q&A
- Login into Infor Q&A
- Infor Q&A navigation
- Report Extraction Methods
- Extracting data using Detail Report
- Extracting data using Summary Report
- Extracting data using Reference Link
- Extracting data using Summary Link
 - Profit and Loss Report
 - Balance Sheet

Day 2

Thursday, 12th October 2023

- Designing Custom Reports using Infor Q&A XL
For Example
 - Creditor/Debtor Ageing report
 - Trial Balance
 - Budget Performance report
 - Fixed Asset Status Report
- Adding Macros to Excel Reports
- Report Email Alerts and Scheduling
- Transaction Drilldown, expands/collapse and breakouts.

Day 3

Friday, 13th October 2023

- Uploading Static Data with Infor Q&A XL
- Uploading Transactions with Infor Q&A XL
- Closing remarks and Issuance of Certificates