



FINS 9.2 online Training Now Available for SFU Employees

Date: July 14, 2016
Communication #012
via FAST mail list

September is a busy time of the year for all of us. The implementation of the new Chart of Accounts and the FINS (Financial Information System) Upgrade on October 3, 2016 means a learning curve for anyone who codes, monitors or enters financial information. By releasing our self-paced online training on July 13 to all users, we trust you will find time to complete the training before October, 2016.

What does the training cover?

Community personnel can access self-paced online FINS 9.2 training courses on the following topics:

- ▶ Getting Started in FINS
- ▶ Submitting and Managing Requisitions
- ▶ Submitting Receipts
- ▶ Submitting and Managing Cash advances
- ▶ Submitting and Managing Travel Expenses
- ▶ Using FAST (updated to align with the new Chart of Accounts). *This course will be available in August and we will communicate when it is available.*

- ▶ For users who enter journal entries, your course list will include additional topics to submit journals.

Each of the online courses begins with a process overview and then a series of how-to topics that allows you to watch a demonstration (called "See It") on entering, viewing or changing a transaction. You then have the ability to enter the scenario yourself (called "Try It").

Who should take the training?

Anyone who uses FINS or FAST to enter or monitor financial transactions. The training is self-paced and keeps track of the courses you have completed. If you exit before completing a course, the next time you sign on you will be returned to the topic you last viewed.

For those who work in the Finance Department, you will have access to these courses PLUS courses that familiarize you with content specific to:

- ▶ Purchasing
- ▶ Payables
- ▶ Financial Management.

As the Finance Department specific courses are published, you will be contacted by email with login details.

How do you access the training?

For the initial rollout of the Online Knowledge Centre training, we have added a link on the Finance website <http://www.sfu.ca/finance.html> under the Finance Quick Links menu. Click on the [Online Knowledge Centre](#) link.

Be sure to watch the course [Using the Online Knowledge Centre](#) to see how to navigate the online training system. You must logon to the training system using your SFU computing ID and the appropriate course list will display.

We will add additional links to the Finance training system over the summer. If you wish to include a link to the Finance Training site from your webpage, please contact us at FPINFO@sfu.ca to get the URL.

Features

The training is designed in short consumable topics that can be used in two ways:

1. To familiarize yourself with the changes being implemented in October.
2. As a quick reference to remind you "how to" complete a specific task.

Some of the features training system include:

- ▶ Tracking which courses/topics you have started and completed.
- ▶ Tracking the last topic taken.
- ▶ Provides links to content on the Finance website when it refers to policies or practices, which you can review without exiting the course.
- ▶ Functionality that allows you to "Ask an Expert" a question about a topic not included or unclear in the training.
- ▶ Functionality that allows you to provide feedback on a topic. If you have suggestions on how to improve the training, simply click the Feedback icon and enter your feedback in the email screen. The email sent to Finance automatically includes the topic, course name, etc. so the training content can be made more meaningful over time.

**What if you
can't login?**

We have added the names of all SFU personnel with access to FINS and FAST to the training system to grant you access to your course list. If your SFU computing ID and password do not permit you to login, please email FPINFO@sfu.ca with your details and we will assist you.