



October 3, 2016

Distributed to FINS_FAST mail list

Communication #017

Chart of Accounts and FINS Upgrade Successfully Completed

After more than a year of planning, building, testing and communicating we have successfully implemented a new Chart of Accounts. We have upgraded our version of the Finance system (FINS) and FAST as well as implemented the new chart of accounts in the HR (HAP), SIMS and more than 30 3rd party systems.

This initiative required a high degree of collaboration between Finance, IT Services, Human Resources, the Faculty Finance Directors and the Finance Directors/Managers from all the Administration Departments – truly a SFU wide initiative! We want to thank everyone for your patience, hard work and collaboration.

A few reminders

- Please remember to download and use the new forms that reflect the new chart of accounts structure.
- Please remember when you access FAST it will reflect the new chart of accounts.
- Please remember to use the Chart of Accounts Translation Tool to determine which chart of accounts values to use.
<http://www.sfu.ca/finance/COA-Landing-pg/COA-translation-tool.html>
- If you are unsure which department or program you should use, contact the Financial Administrator in your department.
- Please remember that online training is available for FINS and FAST in the Finance Online Knowledge Centre.
<http://www.sfu.ca/finance/financeprogram/online-knowledge-centre.html>

New links to use to access legacy FINS/FAST

Should you need to see the previous version of FINS and/or FAST use the following links:

FAST (using the old chart of accounts):

If you need help

By phone or email:

For general questions email: FPInfo@sfu.ca

Travel & Expense	tex_help@sfu.ca	778-782-7087
Purchasing	procurement@sfu.ca	778-782-4388

Accounts Payable	payables@sfu.ca	778-782-7087
General Ledger/COA	finshelp@sfu.ca	778-782-9438
FAST	finshelp@sfu.ca	778-782-9438
Project Costing	finshelp@sfu.ca	778-782-9438
Payroll	payroll@sfu.ca	778-782-8486
HR	Your regular contact	
SIMS	simshelp@sfu.ca	
3rd Party Systems	Your regular contact	

In person support:

When: Oct 4 – 7th

Where: Room: AQ3144

9:00 am – 10:00 am- COA/FAST

10:00 am – 11:00 am Journal Entries

1:00 – 2:00 – Requisitions

2:00 – 3:00 – Travel and Expenses/Advances

If you have questions about this communication, please email FPINFO@sfu.ca.