



THE UNIVERSITY *of* EDINBURGH
Finance



▶ Finance Department Training Booklet

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Strategy and Objectives

Improving financial literacy and skills

Training Strategy 2015 - 2020

Our training vision

The financial skills development strategy will deliver opportunities that further our commitment to a culture of career-long learning and enhance financial management in a world class University.

Our training objectives

- support the University strategy by making best use of its resources
- increase financial literacy to improve decision making
- ensure everyone has the opportunity to develop finance skills and competencies appropriate to their role

Our strategy

We will ensure that relevant staff:

- possess the skills to analyse and interpret financial information
- are aware of the financial implications of decision making and can make best use of financial information
- have the skills to manage their budget effectively
- understand the financial requirements of business cases
- understand transaction management processes, controls, procedures and policies
- can provide a knowledgeable, professional and high quality finance service
- have their financial skills training needs identified
- can access different methods of training delivery to suit their learning styles

Our training will be delivered through a range of appropriate education strategies in order to maximise impact, accessibility and advice.



Other Training Resources

The University has a number of learning and development providers and information on this is available from the HR website.

Booking and Evaluation

Booking onto a course

All courses can be booked via the MyEd events booking channel at <https://www.events.ed.ac.uk>. You will be able to book a place on a course, or add yourself to a waiting list.

If a course you would like to attend does not appear in the MyEd events booking channel please email Finance@ed.ac.uk to find out when it will next be scheduled.

Course Evaluation

To help us improve the relevance and quality of our courses, we will ask you to complete our evaluation forms, either on the day of the course, or to complete an online evaluation form on MyEd.

Bespoke Training

We are happy to provide bespoke training. If you have a training need that we have not covered, or, if you have sufficient demand to fill a course, we would be happy to run it for your school or college. Please email the Financial Information Services (FIS) Team, who support the training, at Finance@ed.ac.uk to arrange.

Cancellation

If you are not able to attend please cancel your place via MyEd so that someone else can attend.

There will not be a charge for courses unless you book and fail to attend or cancel within 48 hours without sending a replacement. If this happens then a £50 no show fee will be billed via the eIT system to your school.

Our Approach

We offer a range of courses designed to improve financial literacy and skills across the University. The current training programme includes courses which focus on the following competencies:

- Accounting and Decision Making
- Budgeting and Forecasting
- Compliance and Governance
- Policies and Procedures
- Systems
- General Finance

Most courses run at least twice a year and dates and times are available via the MyEd Events Booking Channel.

How we deliver our training:

Finance Skills Development					
Audience		Training Themes		Outcomes	
All staff Academic managers Financial administrators Finance professionals Principal investigators Students Support managers		Contextual Continuing Professional Development IT skills Technical Personal Policy Procedural		Improved financial management of projects and programmes. Increased financial processing capability. Greater understanding of finance. Better financial decision making. Enhanced reputation of finance.	
Education		Feedback		Experience	
Face to face	eLearning	Mentoring	Appraisal	Empowerment	Shadowing

The Training Hub

The Finance Training Hub is designed to help you fulfil your finance training needs and specialises in a wide-range of training resources from hands on training sessions to user guides to online video tutorials.

Please access online via the Finance Website

Accounting and Decision Making

Finance for Non-Financial Managers

Course objectives

The purpose of this course is to provide an understanding of:

- the financial reporting cycle
- how to interpret some basic financial information
- jargon and key accounting concepts
- differences between management and statutory accounts
- essential elements of a Balance Sheet, Profit and Loss Account and Cash Flow Statement
- where our money comes from, and what it is spent on
- importance of internal controls and basic financial ratios

Who should attend

Anyone who wants to understand a little more about finance in higher education and who wants to develop their financial management skills.

Outcomes

You will:

- have an understanding of the key financial statements in the University
- have developed a basic understanding of some of the key financial terms
- be more confident in interpreting financial information
- be less intimidated by financial terms and phrases

This course will not benefit anyone with a detailed knowledge of university finance.



This workshop should be obligatory for all newly employed support staff with finance responsibilities and should be run at least once every term



Finance for Non-Financial Managers

Accounting : The Mechanics

Course objectives

The purpose of this course is to provide an understanding of:

- the mechanics of double entry
- accounting entries when :
 - you make a salary payment
 - make a non-salary payment
 - raise a sales invoice / receiving a refund / receive cash
 - purchase an asset
 - make an accrual / prepayment
 - post depreciation

Who should attend

Anyone with a general interest in accounting.

Outcomes

You will:

- have a better understanding of the accounting entries for common types of transactions and

Equipment Asset Management

Course objectives

The University has a fixed asset register to record equipment assets it owns. Come along to find out about what defines an equipment asset, the equipment capitalisation policy, learn about the fixed asset register, understand the process for coding and insuring high value items of equipment and general principles of good management for equipment in the University.

Who should attend

The course is open to anyone who manages equipment assets.

Outcomes

You will:

- be confident in the recording and accounting for equipment assets
- understand who to notify about fixed assets and changes to them
- be aware of the fixed asset register and the information that is available
- be able to understand the importance of managing fixed assets appropriately

Our trainers

The Financial Information Services (FIS) team organise, coordinate and manage the Finance Training across the University. If you have any ideas for new courses or would like to find out more about our courses etc., please email Finance@ed.ac.uk.

Finance courses are supported by a large team of appropriately qualified staff. We draw on a number of trainers across the University with expertise in research, budgeting, forecasting, tax, payroll, financial procedures etc. However, we do have a full-time training officer.

Donna Thomson is the full-time systems training officer who has been with the University for over 10 years. She has a detailed knowledge of our finance procedures and systems.



Since 2013, my role as Training Officer has been to deliver training for all corporate finance systems and this combines a range of overview sessions and classroom based hands-on training.

I really enjoy training, whether it's providing skills and advice to system users or meeting new people. Since taking on the Training Officer role, I have trained approximately 2100 people and every training session is different.



Donna Thomson
Financial Systems Training Officer



Project Appraisal Techniques

Course objectives

The purpose of this course is to understand how to use project appraisal techniques of Discounted Cash Flow, Payback and Internal Rate of Return and how to use the University's project costing model in support of business cases.

Who should attend

Anyone who is planning or managing a large project which has a significant cost element and/or developing a business case.

Outcomes

You will:

- gain an understanding of key project appraisal techniques
- receive an overview of the University's project appraisal model
- become more confident in identifying issues and costs of major capital investment
- identify how to provide better support to decision makers who need a financial model to support their business plans

Writing a Business Case

Course objectives

A business case is intended to convince key decision-makers of the merits of a project or course of action. It needs to be clear to allow decision-makers to determine the best course of action.

Who should attend

Anyone who needs to write a business case for a project, is a research project manager or sponsor and who is new to writing a business case.

Outcomes

You will:

- have a better understanding of what makes a good or bad business case
- be aware of how to get help in the University to write your business case
- gain an overview of key sections to include in a business case
- understand the importance of presentation
- be more confident in writing your own business case

Accounting and Decision Making

Costing and Managing a Small Project

Course objectives

Many small awards are made each year to both staff and students in areas such as Innovative Learning Week, Devolved Researcher Funding, Challenge Investment Funding and Development and Alumni. The aim of this course is to provide an overview of:

- how to budget
- what things you need to consider
- how to present the financial information
- how to spend the money once it has been awarded
- how to handle income

Who should attend

The course is open to anyone managing a small project budget and is intended for people who have no/limited previous finance experience.

Outcomes

You will:

- learn how to budget for a small project
- be aware of what things you need to consider in a budget
- be given suggestions of how to present the financial information
- understand how to spend the money once it has been awarded
- how to handle income
- how to stay within budget

Transparent Accounting

Course objectives

Come along to find out about the transparent accounting process in the University, what it is and what it is used for.

Who should attend

Anyone interested in finding out about the transparent accounting process.

Outcomes

You will:

- have a better understanding of what transparent accounting is
- be aware of the outputs from the model
- understand how the model is used in the University
- be aware of the benefits of having the model



This was a very good course as an introduction to costing and I would recommend it be run regularly, especially for academics at all levels. As a research administrator I think lots of the people I deal with would benefit greatly from the course.



Costing and Managing a Small Project

Managing your Endowment

Course objectives

To provide an overview of how endowment funds are managed in the University.

Who should attend

Anyone with a role that involves monitoring endowment funds.

Outcomes

You will:

- be given an overview of how endowments are received
- the importance of the original purpose of the endowment
- how funds are invested
- regulations and rules surrounding endowments
- endowment reporting
- roles and responsibilities
- how to manage your endowment budget

Budgeting and Forecasting

Managing a Budget 1 (excluding research grants)

Course objectives

The aim of this course is to provide budget holders with an overview of how to manage non-research budgets. The course will cover the theory and practice of budgetary control, provide an overview of budgeting procedures, profiling, current WebFirst monitoring reports, sources of information, and how to interpret them.

Who should attend

This course is suitable for anyone who is managing a budget.

Outcomes

You will:

- gain an understanding of the University's budgeting process
- become familiar with budgeting terms and concepts
- be able to interpret and read a budget statement
- be aware of how to get information from WebFirst
- understand the importance of budgetary control
- have an opportunity to ask questions and share knowledge

Managing a Budget 2 (excluding research grants)

Course objectives

The aim of this course is to provide more advanced information on budget monitoring and reporting. The course will cover the more advanced reporting options and systems that can be used to monitor budgets including eFinancials, Business Objects Suite and eAnalyser. It will look at the type of reports that are available and how to interpret them. WebFirst will not be covered on this course.

Who should attend

This course is suitable for anyone who is managing a budget and normally has attended Managing a Budget 1.

Outcomes

You will:

- be aware of how to get information from reporting systems
- understand how eFinancials, Business Objects Suite and eAnalyser can support University budgeting and forecasting
- have an opportunity to ask questions and share knowledge



Great presentation on understanding the University's overall funding process etc. It helped to understand where the money comes from, and how it is divided up. The WebFirst reports were really useful.



Attendee
Managing a Budget



Budgeting and Forecasting

Salary Forecasting

Course objectives

This course provides an overview of forecasting salary costs. It provides a guide to university salary forecasting processes, sources of information and how to approach salary forecasting for all categories of University staff.

Who should attend

Anyone new to salary forecasting or responsible for managing salary budgets.

Outcomes

You will:

- understand what needs to be forecast and what doesn't
- gain an overview of the Starters and Leavers Database
- be more confident when calculating salary costs
- be able to provide advice and support to budget holders and decision makers

The Role of the Budget Holder

Course objectives

Online course outlining:

- the roles and responsibilities of budget holders
- budgeting timetables
- budget terms and jargon

Who should attend

Mandatory for all budget holders.

Outcomes

You will:

- gain an understanding of budgeting concepts
- be aware of the roles and responsibilities of a budget holder
- improve your understanding of a University process

“

Definitely useful for DoPS, Finance Officers. . . .I've been grappling with understanding it for a year or so, this course has been really clarifying.

”

Salary Forecasting course

The Role of the College Head of Finance

Short presentation.

Come along to hear about the role of the College Accountant in the University. Ivor McArdle, College Accountant in MVM, will give a short overview of his role, key challenges and responsibilities.

Forecasting Research Overheads

Course objectives

Come along to this course to find out about :

- rules for calculating research overheads
- key differences between the overheads awarded by different sponsors
- where to find information
- how to check calculations are correct

Who should attend

Anyone who is new to the University and manages research budgets.

Outcomes

You will:

- have an understanding of how to calculate research overheads

Forecasting

Course objectives

The purpose of this course is to provide an understanding of practical ways to forecast income and expenditure

Who should attend

Anyone with responsibility for monitoring transactions and providing forecasts

Outcomes

You will:

- gain an insight into quantitative and non-quantitative techniques available to support forecasting
- understand what you can and cannot forecast

Managing an EU Research Budget

Course objectives

To gain an understanding of how to manage an EU research grant budget (post-award).

Who should attend

The course is open to all staff involved in monitoring an EU research grant budget. It focuses on the post-award process.

Outcomes

You will:

- understand some of the issues in managing an EU research grant budget
- gain an awareness of the difference between EU grant funding and other sources
- be aware of the systems and processes to support the management of an EU grant
- understand EU time-sheet requirements
- be clear on EU compliance requirements

“

Useful to reinforce and also reassure me that what I thought I knew was correct. Overall, very clear.

”

Managing a Research Grant Budget - Post Award



Managing a Research Grant - Post-Award

Course objectives

The aim of this course is to provide users with an overview of how to manage research budgets. The course will cover the practical aspects of managing a research grant budget, provide an overview of research budgeting procedures, review current budget monitoring reports, sources of information and how to interpret them.

Who should attend

Anyone new to managing research grants and contracts and in particular Research Administrators

Outcomes

You will:

- gain an overview of the post-award research grant management processes
- understand how the post-award process is supported in the University

Budgeting and Forecasting

Worktribe Research Management - Introduction (Course 1)

Course objectives

The presentation aims to give people involved in research management and administration an overview of the Worktribe Research Management system functionality.

Who should attend

This session is suitable for staff involved in research management or administration and is aimed at users who are new to using Worktribe. It is mandatory unless users have attended other Worktribe courses.

Outcomes

You will:

- be given an overview of Worktribe and how it can be used in Schools,
- receive a step-by step overview of project creation, bid development, budgets management, ethics, attaching and reviewing documentation, and workflow approvals
- understand the importance of approvals in your School, how this works and interacts with the pre-award and post-award teams
- be advised of tools to help learn about Worktribe

Worktribe Research Management - How it supports research projects (Course 3)

Course objectives

Online course providing an overview of the Worktribe Research Management System.

Who should attend

Suitable for Principal Investigators, Co-PIs and other academics. This course is designed to support the Introduction to Worktribe Course. This course is to registered users and is mandatory for all academic users of the system.

Outcomes

You will:

- gain an understanding of the benefits of the Worktribe Research Management system.

Worktribe Research Management Pre-Award Module (Operational Management - Course 2, Module A)

Course objectives

This is a practical training module covering research projects pre-award.

Who should attend

This module is for Research Administrators involved in day-to-day / hands-on research management and administration (e.g. Research Administrators, Finance Managers, Finance Officers) using Worktribe Research Management. This is only available to registered users and is mandatory for all Research Administrators using the pre-award functionality .

Outcomes

You will:

- gain an understanding of creating a project, bid development
- budgeting for a project
 - research partner requirements
 - ethics
 - documents
 - approval process, award set-up, award acceptance

Worktribe Research Management Post-Award Module (Operational Management - Course 2, Module B)

Course objectives

This is a practical training module covering research projects post-award functionality.

Who should attend

This module is for Research Administrators involved in day-to-day / hands-on research management and administration (e.g. Research Administrators, Finance Managers, Finance Officers) using Worktribe Research Management.

This is only available to registered users and is mandatory for all Research Administrators using the post-award functionality.

Outcomes

You will:

- gain an understanding of -
- project set up and coding
 - budget virements
 - project milestones
 - budget reporting and management
 - bid approval and award set up



Finance Training

Over 2,000 bookings on average per annum.

350+ hours of training delivered in 16/17.

60% of attendees are from Colleges.

Compliance and Governance

University VAT

Course objectives

To explain the University VAT rules. Come along to hear our VAT and Tax manager make sense of them.

Who should attend

Anyone who needs to be able to understand VAT in order to process financial transactions.

Outcomes

You will:

- gain an understanding of input and output VAT
- have an overview of the different categories of VAT and what they mean
- understand the importance of correctly coding VAT on purchase orders or sales invoices and understand how VAT is charged

Delegated Scheme of Authority

Course objectives

The delegated scheme of authority is the starting point for spending money in the University. The delegated scheme of authority was revised in January 2016. Come along to hear Internal Audit talk about the updated scheme and the key changes.

Who should attend

Staff with responsibility for finance control in schools/colleges, or anyone wishing to understand the University's delegation procedures.

Outcome

You will gain an understanding of the new delegated scheme of authority, the rationale behind it and have an opportunity to ask questions.



As an administrator I found this very helpful, though it would have been better two years ago when I started..."



University VAT course

Introducing Internal Audit

Course objectives

Internal Audit is an important part of the University's internal control processes. They report directly to the Audit and Risk Committee (a sub-committee of Court) to assure them that risks are managed effectively and controls are working as planned.

The scope of Internal Audit covers all the activities of the University and its subsidiaries. It includes all the University's operations, resources, staff, services and responsibilities to other bodies although does not extend to the academic process. Coverage also includes activities not funded by the Scottish Funding Council.

Who should attend

Anyone interested in finding out more about internal audit

Outcome

You will gain an understanding of the role of Internal Audit in the University.



I really liked this course as it gives a good overview about finance and its organisation in the University



Delegated Scheme of Authority Course

Risk Management

Course objectives

Come along to hear about managing risk for finance processes.

Who should attend

Anyone who is involved in the completion of risk registers, involved in risk management or would like to gain a better understanding of risk management.

Outcomes

You will:

- gain an understanding of what risk management is
- have an overview of the University's risk management governance and assurance processes
- be clear about the benefits of managing risk and why this is important
- understand the University's risk control procedures such as risk registers
- how to communicate risks
- be aware of the University's risk appetite and tolerance for risk



I joined the University in January 2015 working as Finance & Research Administrator in the School of Chemistry. I've attended a number of the Finance Department training courses throughout my first year and they've been invaluable in helping me to understand my role within the bigger picture of finance in the University.

I always appreciate meeting new people and learning how the guidelines that are given by University finance are then adopted at College and School finance level.

I found the financial systems courses essential in learning how to navigate my way around the numerous finance systems that the University uses.

The VAT and Research Grant skills courses have also been particularly useful with immediate benefits that were applied within my department.



Sheryl Vickery
Finance & Research Administrator
School of Chemistry

Procurement Training for Budget Holders and Practitioners

Course objectives

Come along to get an understanding of our procurement guidelines and regulations.

Who should attend

This training is provided by the Procurement Office and is aimed at University staff budget holders and those responsible for making purchases on behalf of the University

Outcomes

You will :

- gain an understanding of key procurement concepts and basics of public procurement rules
- the procurement process and obtaining value for money
- sustainable procurement
- how procurement works at the University of Edinburgh
- be aware of budget holder and procurement responsibilities
- have an overview eProcurement and Finance systems
- how to purchase from current University contracts

Fraud Awareness

Course objectives

The purpose of this course is to raise awareness of the risk of fraud and highlight some of the key controls we have in place to mitigate this risk. The course will have a practical focus to enable you to take good practice to your workplace.

Who should attend

Managers and all staff involved in processing financial transactions would benefit from attending.

Outcomes

You will:

- understand the importance of financial control
- be aware of the risks of financial fraud and common areas of fraud
- understand some of the key controls in place to mitigate fraud in the University
- know how to report fraud

Policies and Procedures

Finance Induction

Course objectives

This course is intended to give a high level overview of finance, financial controls, financial accountability, the ethical dimension to finance and financial responsibilities.

Come along to find out about:

- how finance is supported across the University
- financial regulations
- dos and don'ts of finance
- jargon buster - key terms and what they mean
- financial responsibilities, what these mean, why they are important and how they apply to your everyday work activities
- why controls are in place, what they are and how to achieve an effective control environment
- Bribery Act
- business ethics
- how to get help when you need it
- sources of self help

Who should attend

Anyone who is new to having finance as part of their job or who are existing staff responsible for approving expenditure.

Outcomes

You will:

- gain a high level overview of finance
- key controls and financial responsibilities
- be confident you will be able to find help when you need it

Year End Procedures Presentations

The presentation will review the procedures/dates for the year end close down, explain why they are necessary and how to do them. The course will cover the cut off dates, accruals/prepayments and housekeeping.

Key Commercial Policies

Course objectives

Who should attend

Online training course that is mandatory for all authorised signatories and budget holders.

Outcomes

You will:

- gain a good understanding of the importance of the work you do and how we can help you.
- be given an overview of our sections, procedures and financial transactions.

The course is not "hands on" but there will be an opportunity to discuss issues at the end of the session with our Finance Team.

Insurance Update

Course objectives

To provide a brief introduction to the University insurance programme including:

- the main insurance policies
- advice on what to look out for in research grants and contracts/other business contracts in relation to insurance requirements and indemnity
- the claims process

Who should attend

Anyone organising trips / travel or dealing with insurance matters in their School or who negotiates contracts on behalf of the University

Outcomes

You will:

- be confident identifying what insurance is needed and when
- gain an overview of the insurance application process
- understand why insurance is important
- be able to ask questions

Introduction to Sales Invoicing

Course objectives

Come along to this course to find out about:

- creating sales invoices
- searching and querying customers
- customer set up
- payment methods including ePay

Who should attend

Anyone who processes sales invoices and is new to the University

Outcomes

You will:

- have an understanding of the basic processes for raising invoices
- be given practical hands on examples of how to process invoices and what to watch out for.



I joined the University in October 2013 working as Research Administrator in the School of Social and Political Science.

From the very first month of my employment I undertook financial skills training to familiarise myself with the University's financial procedures and systems. This training was essential to enhance my development within this role and the training material was indispensable for carrying on my duties at this post.

Recently I also joined a newly launched series of financial skills development which I found very interesting and helpful as they provided a different perspective of established finance practices and thus I gained a more holistic approach to University finance.

I would highly recommend newly employed staff within the finance field to attend these courses and obtain the training material as it would help them not only to understand better the wider University finance processes, systems, and services but also demonstrate how these can be used to their best benefit'



Policies and Procedures

Housekeeping Transactions

Course objectives

Come along to find out about housekeeping your financial transactions in time for year end. The course will cover:

- identifying which orders are outstanding
- terminating orders on eFinancials
- reviewing eITs and expenses
- cancelling eITs and expenses
- deleting transactions

Who should attend

Anyone who processes financial transactions and who is unsure how to clear down old or cancelled transactions.

Outcomes

You will:

- gain an understanding of how to clear down old or cancelled financial transactions from the financial systems
- have an opportunity to discuss how to deal with complex or unusual transactions

Organisational Hierarchy

Course objectives

The Organisational Hierarchy impacts reporting from the finance systems. Come along to find out:

- what the hierarchy is
- how it links to finance systems / data
- process for updating and managing the hierarchy

Who should attend

Anyone who reports from finance systems against the organisational hierarchy.

Outcomes

You will:

- have an understanding of the organisational hierarchy and how it works
- gain an awareness of the time-scale for updating/amending the hierarchy
- understand how finance data can be reported on using the hierarchy
- be aware of the process for making changes to the hierarchy

1:1 Sessions

Course objectives

1 to 1 sessions are intended to help you resolve the more complex queries or issues you encounter processing transactions on our systems.

Who should attend

Anyone who would like more detailed support for processing financial transactions

Outcomes

You will:

- be able to bring your complex queries and questions and be shown how to resolve these
- be given hands on training on how to solve the problems
- be able to sit with the Financial Information Services (FIS) team and ask for help and support as needed



Finance Training

Most of our training takes place in Charles Stewart House, 9-16 Chambers Street where we have a training room with PCs and also meeting rooms for presentations.

Policies and Procedures

Introduction to Purchase Invoicing

Course objectives

Come along to find out about how to:

- process standard invoices
- process sterling expense claims
- search for invoices
- be able to handle credit notes

Who should attend

Anyone who processes purchase invoices and is new to the University

Outcomes

You will:

- have an understanding of the basic Accounts Payable processes for paying invoices
- be given practical hands on examples of how to process invoices and what to watch out for

Payments to Individuals

Course objectives

Come along to this course to find out about how to correctly make payments to individuals, whether through Payroll or Accounts Payable.

Who should attend

Anyone who is new to the process of making payments to individuals (excluding expenses)

Outcomes

You will:

- have an understanding of the issues involved in making a payment to an individual
- gain an overview of the HR process
- be aware of the tax rules affecting payments to individuals
- understand when to use the Payroll process and factors which affect if someone is employed or self-employed
- understand when to use the Accounts Payable process
- be more confident when making a payment to an individual

Foreign Currency Payments

Course objectives

Come along to this course to find out about how to make payments in a foreign currency.

Who should attend

Anyone who is new to the process of making payments in foreign currency

Outcomes

You will:

- have an understanding of basic processes for paying a foreign currency invoice
- be given a review of the treatment of VAT on foreign payments
- learn about right to work checks
- get an overview of the system and controls in place for making a foreign payment

Common Problems with Purchase Order Processing and How to Solve Them

Course objectives

Come along to join our workshop on problem solving for purchase order processing. We will cover how to solve the more common purchase order processing problems and you will have an opportunity to ask the Help Desk team about problems or issues you may have. Alternatively you can email Donna.Thomson@ed.ac.uk.

Who should attend

Anyone who has difficulty processing purchase orders.

Outcomes

You will:

- have an opportunity to discuss purchase order problems with an experienced trainer
- be able to ask questions about areas of concern
- meet with colleagues who have similar concerns

Systems

Introduction to Corporate Finance Systems

Course objectives

To provide an overview of our corporate finance systems including eAuthorisations, electronic internal transfers (eITs), eFinancials, WebFirst, electronic expenses (eExpenses), Finance Process Manager (FPM), online shop and event booking (ePay), Worktribe etc.

Who should attend

Anyone interested in gaining an overview of our Financial Systems and what they can be used for

Outcomes

You will:

- become more confident in identifying which system to use
- gain an understanding of the purpose of each system
- be made aware of the services we can provide to help you manage your budgets

eFinancials - Introduction and Hierarchies

Course objectives

The purpose of this course is to introduce you to eFinancials by looking at the use of Cost Centre, Job and Account Codes in eFinancials as well as screen formats and screen navigation.

Practical exercises are included to help you become familiar with entering data onto eFinancials, querying information and moving around the screens.

Who should attend

This session is a prerequisite for users who are unfamiliar with the University's finance system.

Outcomes

You will:

- be more confident using the system and moving between screens
- become familiar with the key reporting screens in eFinancials and how to use the reporting hierarchies to obtain information

Finance Process Manager (FPM)

Course objectives

Finance Process Manager (FPM) is a browser-based routing and approval system that enables non-core users of the corporate financial system, eFinancials, to generate and submit transactions, which are sent to approvers for review. Provided the transaction is approved, it is then automatically loaded into the financial system without the need for re-keying.

Who should attend

Anyone responsible for approving or entering payments into FPM

Outcomes

You will:

- get an overview of how to process transactions using the FPM System and related procedures

eFinancials - Raising Purchase Orders, Goods Receipting and Returning

Course objectives

Using practical examples, you will learn how to raise purchase orders on eFinancials, how to print purchase orders and how to use the text fields to add details to the orders. The session will cover the procedures involved when raising purchase orders and Accounts Payable's involvement in the process, and how to receipt and return goods on eFinancials. You will also learn how to use the on-line query screen to locate order details and how to produce reports that list commitments and outstanding purchase orders.

Prerequisites

Introduction to eFinancials and/or a basic understanding of the University's hierarchy.

You must attend this course before raising orders on eFinancials.

Who should attend

Anyone who raises orders and receipts goods on eFinancials.

Outcomes

You will:

- gain an understanding of how to raise a purchase order on eFinancials
- learn how to review data entered and to receipt and return goods

Systems

eFinancials - Raising Sales Invoices using Invoice Writer

Course objectives

In this session, you will learn how to key sales invoice details onto eFinancials. The session will also cover the procedures involved when raising sales invoices and the Income Section's involvement in the process. Other topics include how to add new customers to eFinancials and viewing sales transactions using on-line query facilities.

Who should attend

Introduction to eFinancials and/or a basic understanding of the University's hierarchy.

You must attend this course before raising sales invoices on eFinancials.

Outcomes

You will:

- be more confident using the system to raise sales invoices
- be able to navigate between screens
- be able to report on sales invoice data entered

WebFirst - Introduction

Course objectives

WebFirst is a financial information and reporting system which is accessed via the Web. It has been designed by the Finance Department to provide transaction, account balance and general reporting information for staff who have the following levels of financial responsibility:

- College
- School
- Subject Area / Business Unit
- Research grant holder
- Individual budget holder

Who should attend

Anyone who manages or monitors their own budget.

Outcome

You will:

- become confident in running reports
- understand the content of WebFirst reports
- have an opportunity to ask questions and share information with others



eExpenses

Course objectives

This course will provide guidance on how to process expense claims using the current Electronic Expenses Management System. This will include an overview of policy together with a demonstration of the system and hands on exercises.

Who should attend

This session will be suitable for staff who have to reclaim their own expenses or claim expenses on behalf of other members of staff using the proxy user access and who prefer to have classroom based training rather than use the online videos and manuals that are available.

Outcome

You will:

- become familiar with the different roles within the eExpenses system
- understand the system functionality
- be confident entering and saving data

Electronic Transfers (eITs) - Introduction (Hands On)

Course objectives

In this "hands on" session, you will learn how to create Internal Orders, which are sent electronically to a 'Supplying' department for authorisation and action and Internal Bills, which are sent electronically to the 'Buying' department for authorisation and payment.

The session will also cover the procedures involved when processing Electronic Transfers.

Who should attend

This session will be suitable for staff with responsibility for recording the transfer of goods and services between departments.

Outcomes

You will:

- have an understanding of how to navigate and submit eITs
- gain an appreciation of the structured workflow for both orders and bills
- get an understanding of how to use eITs within your role

Business Objects Suite

Course objectives

This short course on Business Objects Suite for Finance shows you what finance reports you can run and what you can do without being an advanced user licence holder. The course will cover:

- finance universes
- reports for Schools
- transaction and account balance reports

Who should attend

Anyone who would like to know about the standing reports available on Business Objects Suite.

Outcomes

You will:

- get an understanding of what each of the finance universes do
- have an overview of all the reports that are currently available to schools
- be able to run reports to extract transactions and account balances from Business Objects Suite

ePay - Administration

Course objectives

ePay is the University's online payment system. It can be used to take payments for conferences, courses or to sell products and services. The course will cover:

- Overview of ePay and its functionality
- How to set up and manage Events and Products
- Reporting

Who should attend

Anyone who sells goods and services online to customers or who regularly organises events and who will be administering the system in a School.

Outcomes

You will become confident in using the system and gain an understanding of what it can do.

Systems

Advanced Transaction Reporting

Course objectives

If you are a confident eFinancials user and have to search details on purchase invoices/sales ledger transactions you may benefit from this advanced querying course.

Who should attend

Anyone who is confident using eFinancials and who has to query in detail on the purchase or sales ledgers.

Outcome

You will:

- gain an understanding of how to sort and re-order transactions in eFinancials
- be given a hands on training on queries
- be aware of the different tools that can assist in advanced invoicing queries such as eFinancials SQL, and eAnalyser

eTime

Course objectives

eTime is a time-sheet recording system used to record time spent on research grants and hours worked for the payment of guaranteed hours staff. The system allows for both user access to key directly into the system and work-flow processes for approvals. Reporting is available via WebFirst and time-sheets for guaranteed hours staff are posted directly to the payroll system.

Who should attend

Anyone who manages research grants that require a time-sheet or anyone processing / approving payments for guaranteed hours staff.

Outcome

You will:

- gain an understanding of the eTime work-flow processes
- understand how to use the system
- be aware of the different tasks that can be performed within the eTime system

Payment Card Industry Standards

Course objectives

The University is required to comply with the Payment Card Industry Data Security Standard (PCI DSS), a worldwide information security standard defined and published by the Payment Card Industry Security Standards Council. The standard was created to help payment card industry organisations that process card payments prevent payment card fraud through increased controls around data and its exposure to compromise.

The standard applies to all organisations that hold, process, or exchange card-holder information. This standard is therefore part of the University's Financial Regulations and the University must ensure that its Staff, business processes and technical systems conform with PCI DSS.

Who should attend

Anyone who works in an area which accepts card payments, or who has access to card-holder data.

Outcome

You will:

- have an introduction to data security standards
- understand the locations, systems and processes affected
- gain an appreciation of common vulnerabilities and types of attack
- understand the need for securing point-of-sale devices
- be aware of where to find help and support



General Finance

Excel : Pivot Tables

Course objectives

To provide an overview of how excel pivot tables can be used to help report on finance data

Who should attend

Anyone who is interested in funding out more about pivot tables or excel.

Outcomes

You will:

- gain an insight into excel pivot tables
- have hands on experience of using pivot tables
- creating and formatting pivot tables
- refreshing and altering pivot tables
- using pivot table slicers
- creating simple pivot table charts

Excel : VBA

Course objectives

The VBA taster is designed to show you some examples of where VBA can be used in practice within the University to make life a little easier. It isn't intended to be a full blown course, but to give you enough knowledge to "break into" the world of VBA, start simple projects, and do some experimentation. The presenter is a finance practitioner rather than a professional programmer and the emphasis is on solving practical problems rather than technical elegance.

Who should attend

Anyone with a reasonably good working knowledge of Excel is assumed, but VBA use isn't really dependant on complex Excel formulae.

Outcomes

You will:

- gain an understanding of VBA
- when you should/should not use it
- real life examples where it is used at School level
- get started
- see how to use Excel VBA with other applications such as Access, Outlook, etc.
- where next – sources of help and support
- Q & A

My Finances

Course objectives

To provide a guide to your pension and pension benefits, your pay and payroll and your expenses. The course is suitable for all staff who wish to find out about pensions, payroll and claiming for personal expenses.

Who should attend

Anyone interested in finding out more about their pensions, pay and expenses

Outcomes

You will:

- gain an understanding of the University pensions
- understand your payslip, tax and National Insurance
- have a better idea of what you can and cannot claim on expenses
- be more confident about whom you should approach with queries in relation to pensions, payroll and expenses

Presenting Financial Data

Course objectives

To provide an overview of Do's and Don'ts when presenting financial data in reports, charts and tables. (This course is not hands on)

Who should attend

Anyone who is new to presenting financial data.

Outcomes

You will:

- gain an insight into the common errors made when presenting financial data

Excel : Charting

Course objectives

To provide an overview of excel charting functionality

Who should attend

Anyone who is interested in funding out more about excel charting.

Outcomes

You will:

- to use the excel charting function
- edit and amend charts
- undertake more complex charting
- have a hands on experience of charting in excel

Choosing a Course

Accounting and Decision Making Pages 03-05

Course	Status	Rationale	Target Audience
Accounting: The Mechanics	R	For anyone who would like to know more about double entry or technical accounting rules	R U
Costing and Managing a Small Project	R	For anyone likely to make a bid for small grant funding	R U A
Equipment Asset Management	R	For anyone managing equipment assets in a school	T R U
Finance for Non-Financial Managers	R	For anyone interested in gaining a better understanding of the University's financial management processes	R U A
Managing your Endowment	R	For anyone involved in monitoring or reporting on endowment funds	U
Project Appraisal Techniques	R	For anyone involved in costing major capital projects	U
Transparent Accounting	R	For anyone interested in resource accounting at the University	R U
Writing a Business Case	R	For anyone who is new to preparing a business case	R U

Budgeting and Forecasting Pages 06-09

Course	Status	Rationale	Target Audience
Forecasting	R	For anyone interested in practical ways to forecast income and expenditure	U
Forecasting Research Overheads	R	For anyone who wishes to get a better understanding of how research overheads are charged	R
Managing a Budget 1 (excluding research grants)	R	For anyone new to managing a budget	U
Managing a Budget 2 (excluding research grants)	R	For anyone who would like to understand about more advanced reporting and monitoring of budgets	U
Managing a Research Grant - Post-Award	R	For anyone new to managing a research budget	R
Managing an EU Research Budget	R	For anyone new to managing an EU grant	R
Salary Forecasting	R	For anyone new to managing a staff budget	R U
The Role of the Budget Holder	M	For all budget holders	R U
The Role of the College Head of Finance	R	For anyone who would like to understand more about the role of the College Accountant	U T A
Transaction Reporting	R	For anyone who monitors or generates financial transactions	R U
Worktribe Research Management - Introduction (Course 1)	M	For anyone new to using the Worktribe system who has not attended other Worktribe courses or anyone interested in finding out more about the system	R
Worktribe Research Management Module (Course 2A and 2B)	M	For research administrators using the Worktribe modules	R
Worktribe Research Management Post-Award Module (Course 3)	M	For academics using Worktribe	R

Key

O	Optional	A	For all staff	R	For staff who manage research budgets
R	Recommended	T	For staff who process transactions	U	For staff who manage non-research budgets
M	Mandatory				

Compliance and Governance Pages 11-12

Course	Status	Rationale	Target Audience
Delegated Scheme of Authority	R	For anyone who approves and authorises transactions or who needs to understand the University's devolved financial spending limits	U T
Fraud Awareness	M	For anyone who is new to processing financial transactions	T U A
Introducing Internal Audit	O	For anyone interested in finding out what Internal Audit does	U A
Risk Management	R	For anyone who would like to understand the risk management process	U A
Procurement Training for Budget Holders and Practitioners	R	For anyone interested in finding out about procurement rules and regulations	T U
University VAT	R	For anyone raising sales invoices or purchase invoices	T

General Interest Page 18

Course	Status	Rationale	Target Audience
Excel : Charting	O	For anyone interested in a practical session on charting financial data	A
Excel : Pivot Tables	O	For anyone interested in a practical session on presenting financial data in pivot tables	A
Excel : VBA	O	For anyone with a reasonably good working knowledge of Excel	A
My Finances	O	For anyone interested in finding out more about how to claim expenses, their pension benefits and how payroll works	A
Presenting Financial Data	O	For anyone interested in the Do's and Don't's of presenting financial data	A

Policies and procedures Pages 13-17

Course	Status	Rationale	Target Audience
1:1 Sessions with the training team	R	For anyone experiencing difficulty with processing financial transactions on our systems	T
Common Problems with Purchase Order Processing	R	For anyone who would like support for dealing with the common purchase order processing problems	T
Foreign Currency Payments	R	For anyone new to making payments in a foreign currency	T
Finance Induction	M	For staff new to dealing with finance matters	A
Housekeeping Transactions	R	For anyone lacking confidence in deleting, amending or clearing down transactions from finance systems	T
Insurance Update	R	For anyone dealing with insurance for staff, students, events or University property	T
Introduction to Purchase Invoicing	R	For anyone currently processing purchase invoices and mandatory for anyone new to making payments	T
Introduction to Sales Invoicing	R	For anyone currently processing sales invoices and mandatory for anyone new to raising sales invoices	T
Key Commercial Policies	M	For all budget holders and authorised signatories	T R U
Organisational Hierarchy	R	For anyone who would like to find out about how it works and how to report against it	T
Payments to Individuals	R	For anyone responsible for making payments to individuals	T
Year End Procedures Presentations	R	For anyone new to the financial year end process or who would like a refresher	T R U

Systems Pages 18-21

Course	Status	Rationale	Target Audience
Advanced Transaction Reporting	R	For anyone who needs more advanced transaction reports and more detailed information	T
Business Objects	R	For anyone who would like to use business objects to report on finance data	T R U
eExpenses	O	For anyone who would like an overview of the eExpenses system	T A
eFinancials Introduction and Hierarchies	M	Mandatory for anyone using eFinancials (the corporate finance system) and is a prerequisite for other eFinancials courses	T
eFinancials - Raising Purchase Orders, Goods Receipting and Returning	M	For anyone new to raising purchase orders on eFinancials. You will not normally be given access to raise purchase orders without attending this training	T R U
eFinancials - Raising Sales Invoices using Invoice Writer	M	For anyone new to raising sales invoices on eFinancials. You will not normally be given access to raise sales invoices without attending this training	T
Electronic Transfers (eT) - Introduction (Hands on)	R	For anyone ordering or billing internally for goods and services	T
eTime	R	For anyone required to produce time-sheets in support of a research grant claim or pay guaranteed hours staff	T R
ePay Administration	R	For anyone managing courses or events via the online store	T
Finance Process Manager (FPM)	R	For anyone who is new to processing payments via FPM	T R
Introduction to Corporate Finance Systems	R	For anyone who is new to the University or Finance	T R U
Payment Card Industry Standards	M	For anyone who takes payments directly from customers	T
WebFirst - Introduction	R	For anyone new to monitoring transactions and budgets	T R U

Key			
O	Optional	A	For all staff
R	Recommended	T	For staff who process transactions
M	Mandatory	R	For staff who manage research budgets
		U	For staff who manage non-research budgets



Finance Training

Drop in sessions with the Financial Information Services (FIS) team are among our most popular sessions for people who have more advanced queries or questions about our systems.

