

Subject: [Staffmemos] Finance & Argos Training
From: Cali Bell <bellcali@isu.edu>
Date: Mon, 22 Jun 2009 14:46:30 -0600
To: facultymemos@isumm.isu.edu, staffmemos@isumm.isu.edu
CC:

Dear ISU Employees,

On July 1, 2009, the new Finance system will go-live bringing many powerful tools that will streamline the way we currently do business. To facilitate a smooth transitions for employees, TIGERi project staff will offer training workshops to prepare all campus constituencies. A brief description of each training session and an outline of training dates and locations is provided below.

Finance & Argos Training

Finance Open Demonstrations

Everyone who is an Account Director, ReqMaster, or has Finance lookup privileges should attend this session to learn more about new BengalWeb features for looking up financial data and documents in Banner. Requisition approval will also be discussed. A training schedule is provided below.

Before coming, complete the Requisition Approval Online tutorial at: www.isu.edu/tigeri/training/reqapproval. Be sure to pay particular attention to the section titled: [Introduction to Banner Finance Terms](#). You **MUST** be familiar with this before coming to a session. It is recommended that account directors and their administrative assistants attend the training together.

Argos Open Demonstrations

Argos is a tool that provides users with reports of selected data in Banner. The information is updated nightly.

All Time Approvers, Account Directors, ReqMasters, and others with Finance or HR lookup privileges will be interested in learning how use this reporting tool. A number of online reports will be available on July 1, 2009, or shortly thereafter, including leave balance and detailed financial information. A training schedule is provided below.

Finance & Argos Hands-On

If you would like additional guided practice in a lab, or if you'd rather attend a hands-on session instead of an open demonstration, THIS IS FOR YOU! A training schedule is provided below.

Register online at freeway.isu.edu. Select your class from the list at the left, choose a session, reserve a seat, and then "check out." *You must check out to complete your registration.* Online cancellation is not available. Changes to registrations must be by phone or email.

Training Schedule

Topic:	Who Should Attend:	Registration:
Finance Open Demonstrations: Budget & Document Queries, Requisition Approval, Finance & Purchasing Q & A	All Account Directors, ReqMasters, & Others with Finance Lookup	no registration needed
REND 118: 6/26 10-12, 6/29 1-3, 7/2 10-12, 7/7 10-12, 7/8 10-12 (also 6/18 Boise, 6/23 Idaho Falls, 6/24 Twin Falls — including Argos)		
July 7 - Distance Learning Finance Demonstration, 2-4 pm in Pocatello – LIBR B16, Boise – 141, Twin Falls – C89, IF – 311 (note: if Boise wants an additional DL session added in the Water Center, they can contact Jim Dalley at 4871to set it up.)		
Argos Open Demonstrations: Argos Reports — demo and Q & A	All Time Approvers, Account Directors, ReqMasters, & Others with Finance or HR Lookup	no registration needed
REND 118: 7/9 9-10:30, 7/14 9-10:30, 7/15 2-3:30, 7/22 9-10:30		
July 9 – Distance Learning Argos Demonstration, 2-3:30 pm in Pocatello – LIBR B16, Boise – 141,		

Twin Falls – C89, IF – 311 (note: if Boise wants an additional DL session added in the Water Center, they can contact Jim Dalley at 4871 to set it up.)

Finance & Argos Hands-On — optional for those wanting a bit more: Budget & Document Queries, Argos Reports

Optional — Time Approvers, Account Directors, ReqMasters, & Others with Finance or HR Lookup

freeway.isu.edu

BA 506: 7/6 10-12, 7/10 10-12, 7/13 1-3, 7/16 10-12, 7/20 10-12, 7/24 10-12

For more information about Finance go-live, visit www.isu.edu/tigeri. See the Tigeri Training calendar at www.isu.edu/tigeri/training/calendar.shtml for more information about future training opportunities.

Sincerely,

The Tigeri Project Team
www.isu.edu/tigeri

Staffmemos mailing list

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