



Celero[®] 2011 Training Courses



www.edc.celero.ca

 **Celero[®]**
Solutions

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REGISTRATION

FIRST TIME VISITORS

Credit unions require an account to view course information and enroll in sessions. These accounts are set up by Celero Training.

To allow for maximum flexibility in participant enrollment, we are using the “One Point of Contact” approach. The e-mail address used to set up your user ID is the person we consider your “one point of contact”, in other words, your “key” contact. This person can then forward the e-mail confirmation to session participants.

To get your login details follow the steps below.

- Send a request optimizetraining@celero.ca with the name of your credit union, name and e-mail address of your key contact for training
- The key contact will receive e-mail confirmations of every training enrollment

After you have your USER ID and Password please follow the steps under ‘Returning Visitors’.

RETURNING VISITORS

1. Visit www.edc.celero.ca website.
2. Login using your User ID and Password.
3. Click on the link for the course you want to register in.
4. Click on the ‘Upcoming Sessions’ menu tab .
5. Select the session you’d like to register in.
6. Click ‘ENROLL’ and follow the instructions.

For assistance with registration please contact optimizetraining@celero.ca .

For additional questions about the course please contact **Kim Hall** (kim.hall@celero.ca).

GETTING STARTED

🔑 LOGGING IN

1. Open your browser and in the Address bar at the top of the screen type **www.edc.celero.ca**. The login page will appear.
2. Type the username and password that you received from Celero Training. Note that usernames and passwords are case sensitive.



The screenshot shows a login form titled "Current Students" with an orange header. Below the header, it says "Please enter your username and password." There are two input fields: "Username:" and "Password:". A "LOGIN" button is located below the password field. At the bottom of the form, there is a link that says "Forgot your Username or Password?".

3. Click 'Login'
If you have forgotten your username and password, click the link at the bottom of the screen. Your credentials will be e-mailed to the credit union contact on file.
4. To logout, click the Logout link at the top of the screen, or close your web browser.

👁️ VIEWING COURSE INFORMATION

- *Course* means a body of training material to be presented
- *Session* means a single presentation of that material

The *Click here to access courses* link takes you to a listing of all active courses. Click the course you want to find information on.

Overview

This area includes an overview of the material to be covered, the course prerequisites, and the nature of the handouts you will receive during the session.

Course Content

This area contains the details of material to be covered, organized in the order that the material will be presented.

Upcoming Sessions

This area will be filled in if one or more sessions for the course have been scheduled. If you enrol in a session, it will disappear from this list. Most courses will have one or more sessions scheduled, but at certain times of the year, there may be no sessions scheduled for some courses.

ENROLLING IN A SESSION

1. Click the course that you want to enrol in. Information about the currently scheduled sessions will appear.
2. Click the Enrol button for the session you want to attend. A Confirmation message will appear.
3. Click OK to complete your enrolment.

Following enrolment, a confirmation e-mail will be sent to your key contact automatically. Information about the session location will be included.

VIEWING YOUR ENROLMENTS

Click the Registered Sessions button on any course to display your enrolments for that course.

DROPPING AN ENROLMENT

1. Click the Registered Sessions button for the session you want to drop.
2. Click the Drop Enrolment button for the session you want to drop.

Your Key Contact will receive an e-mail confirmation from Celero Training confirming your request to drop an enrolment.

QUESTIONS ABOUT TRAINING

Click the Questions link at the bottom right of the Welcome page to compose a question for Celero Training.

CELERO TRAINING LOCATIONS & RECOMMENDED HOTELS NEARBY

WINNIPEG, MB
310, 317 Donald Street



WINNIPEG HOTELS
The Radisson Downtown (closest to Celero)
288 Portage Avenue
1-800-333-3333 or 204-956-0410

Delta Winnipeg
350 St. Mary Avenue
1-800-268-1133 or 204-942-0551

REGINA, SK
2055 Albert Street



REGINA HOTELS
Hotel Saskatchewan Radisson Plaza
(4 blocks from SaskCentral)
2125 Victoria Avenue
1-800-209-3555

Ramada Hotel and Convention Centre
1818 Victoria Avenue
1-800-667-6500

CALGARY, AB
350N, 8500 Macleod Trail SE



CALGARY HOTELS
Delta Calgary South
135 Southland Drive SE
1-800-268-1133 or 403-278-5050

NOTE: Training participants are responsible for making their own hotel reservations and are invited to request the Celero preferred rate at the above locations.

Overview

Celero Training

Celero Training offers the following options:

1. Training Series: Visit a Celero Training Centre

- Scheduled training at one of the Celero Training Sites (Winnipeg, Regina, Calgary)
- Sessions are scheduled based on Spring (March to June) and Fall (September to December) schedules
- Clients billed per seat used
- Register for sessions using the www.edc.celero.ca
- Session outlines and more found at www.edc.celero.ca
- Catalogue for these sessions found on eroDOCS

2. Custom Training - Client or Celero Site: Bring Celero to your credit union!

- Cost effective and convenient program brings a trainer to you
- Contact your RSM to start the process
- For client site training, the client is billed based on training effort plus expenses and travel
- Can be delivered using one of the Celero Training facilities

3. Subject Matter Expert Consulting

- Work with our experts one-on-one on areas such as reports, relational pricing or anything your credit union wants to focus on.
- Contact the RSM to start the process
- Not classroom and not based on a training curriculum

Course Types

Classroom

Instructor-led, hands on training that takes place in a classroom setting.

Webinar

Instructor led training delivered over the Internet, with participants accessing the training sessions from the comforts of their own location.

Self-Directed

This pre-recorded session provides participant the opportunity to manage their own learning.

An online session is completed from the participant own computer at their own pace and in the sequence they prefer.

INT100: INTRODUCTION TO eroWORKS DNA

Course Reference:	INT100
Course Type:	Classroom
Session Length:	2.0 day(s)
Session Cost:	\$650 per seat

COURSE OBJECTIVES

After attending this session, participants will :

- have a good understanding of the navigation on eroWORKS DNA
- be able to perform daily functions including monetary transaction, balancing, perform member inquiries, creating and combining accounts for statement purposes
- have a basic knowledge of the creation of a fixed loan account and SAOD
- be able to create ATM and electronic agreements

DESCRIPTION

This two day classroom session reviews the self-paced course **Introducing the eroWORKS® DNA Retail Banking System**. Topics in this session include:

- statement combining
- member inquiries
- posting a variety of monetary transactions
- teller balancing
- troubleshooting using system activity
- notes and restrictions
- ATM and electronic agreements
- fixed loan account
- allotments and draw accounts
- calculators

WHO SHOULD ATTEND

This session would be of interest to newly hired employees.

PREREQUISITES

Completion of the self-paced course Introducing the eroWORKS DNA Retail Banking System.

COURSE CONTENT

- Review of self-paced course
- Sign on and create person records and accounts
- Understand statement combining
- Perform person record maintenance and viewing system activity
- Create allotments and draw accounts
- Create notes and restrictions
- Print documents
- Understand the Miscellany and Acct Inq buttons
- Create organizations
- Perform monetary transactions, cash transfers, and teller balancing
- Create card and electronic agreements
- Create a fixed loan, SAOD, and allotment
- Review calculators

ALSO INCLUDED

Classroom workbook designed to follow the training agenda used during the training session.

The workbook includes reference material participants might find useful during the session and beyond.

D201: RSP / RIF: BEYOND THE BASICS

Course Reference:	D201
Course Type:	Classroom
Session Length:	1.0 day(s)
Session Cost:	\$450 per seat

COURSE OBJECTIVES

After attending this session, participants will:

- be able to understand how to create various types of plans and accounts for RSP and RIF
- have a better understanding on how to fix common mistakes and create scheduled pre-authorized transactions
- be able to understand and post different types of transactions and adjustments for both current and prior years
- print and amend contribution receipts
- be able to create a MAD (Minimum Annual Distribution) including the various pre-authorized transaction type scenarios
- understand how draw accounts work in DNA

DESCRIPTION

This one day session will include:

- Setting up and maintaining retirement plans and accounts
- Fixing common mistakes arising from setting up retirement accounts
- Making adjustments to interest and transaction for current and prior years
- Creating MADs
- Setting up pre-authorized transactions

WHO SHOULD ATTEND

This session would be of interest to users who are responsible for keying information, balancing, or administering registered products.

PREREQUISITES

- Intermediate experience with the deposit side of eroWORKS DNA
- Knowledge of RSP and RIF legislation as well as a basic knowledge of the RSP/RIF functions in eroWORKS DNA

OR

- Completion of the Introduction to eroWORKS DNA session
- Opportunity to work with the topics discussed in this session resulting in an intermediate experience with eroWORKS DNA
- Knowledge of RSP and RIF legislation as well as a basic knowledge of the RSP/RIF functions in eroWORKS DNA

COURSE CONTENT

- Create Retirement Plans, including correspondent accounts
- Create RSP accounts that have existing plans
- Create Spousal plan and accounts
- Create RRIF plans and accounts
- TSFA accounts
- Create monthly allotments for RSPs
- Create MAD's and Pre-authorized transactions
- Create monthly pre-authorized transaction for RSPs
- Fix common mistakes
- Navigate and update the Retirement Detail Screen
- Set up extra withholding tax on withdrawals
- Complete interest and withholding adjustments for current and prior years
- Complete reversals and error corrections for deposits, withdrawals, and withholding tax transactions for current and prior years
- How to post RSP transaction on posting screen eg. RSP to RIF
- Understanding RSP Contribution Receipt Printing, Reprinting, and Amendments.
- Create an Owner Deceased, Successor Annuitant Transfer
- Understanding the accrued interest to date of death procedures

ALSO INCLUDED

Classroom workbook designed to follow the training agenda used during the training session. This workbook is used to complete the various exercises and activities included in the training session. The workbook also includes reference material participants might find useful during the session and beyond.

D202: RSP / RIF REPORTING

Course Reference:	D202
Course Type:	Classroom
Session Length:	1.0 day(s)
Session Cost:	\$450 per seat

ALSO INCLUDED

Classroom workbook designed to follow the training agenda used during the training session.

The workbook includes reference material participants might find useful during the session and beyond.

COURSE OBJECTIVES

After attending this session, participants will :

- Understand the reporting daily, monthly and yearly RSP/RIF reports
- be able to correct errors found on reports
- be able to balance RSP/RIF plans using the Trail Balance
- understand where to find the year end schedule and how to follow the procedures

DESCRIPTION

This one day classroom session reviews the functionality of daily, monthly, and yearly RSP/RIF reports with some special attention to the year end reporting. Topics in this session include:

- Review functionality of daily, monthly, yearly RSP/RIF reports
- Understanding the year end and monthly balancing procedure

WHO SHOULD ATTEND

This session would be of interest to RSP/RIF administrators.

PREREQUISITES

- **Completion of the RSP/RIF: Beyond the Basics one day session**
- Intermediate experience with eroWORKS DNA
- Intermediate knowledge of the credit union's RSP/RIF products and RSP/RIF legislation

COURSE CONTENT

- Create RSP/RIF plans and accounts and post retirement transactions to view on Detail screen
- Review daily, monthly and yearly RSP/RIF reports and decipher their functions
- Understand how to correct errors when found on a report during audit

L201A: LENDING MAINTENANCE

Course Reference:	L201A
Course Type:	Classroom
Session Length:	1.0 day(s)
Session Cost:	\$450 per seat

COURSE OBJECTIVES

After attending this session, participants will :

- have a better understanding of the effects of maintenance and additional functions are processed on lending products
- be able to practice maintenance and additional functions using real life scenarios

DESCRIPTION

This one day classroom session combines instruction with the opportunity to practice maintenance and additional functions on lending products.

WHO SHOULD ATTEND

This session would be of interest to lenders, lending clerks and lending administrators.

PREREQUISITES

- Intermediate to advanced experience with eroWORKS and eroWORKS DNA

COURSE CONTENT

- Interest rate maintenance; sameday, backdating, and future dating
- Loan payments period and Payment Info maintenance
- Credit Limit Maintenance
- Create, maintain and complete Review History
- Employee Rate Maintenance (Staff Dual Rate Loans)
- Create Appraisals and Liens
- Locate and link an existing collateral record to a new loan account
- Process a minor change

ALSO INCLUDED

Classroom workbook designed to follow the training agenda used during the training session.

This workbook is used to complete the various exercises and activities included in the training session. The workbook also includes reference material participants might find useful during the session and beyond.

L202B: LENDING MONETARY FUNCTIONS

Course Reference:	L202B
Course Type:	Classroom
Session Length:	1.0 day(s)
Session Cost:	\$450 per seat

COURSE OBJECTIVES

After attending this session, participants will:

- have a better understanding of the outcome when monetary functions are processed on loans with a different payment or receivable status
- be able to practice and troubleshoot existing and new monetary functions using real life scenarios

DESCRIPTION

This one day classroom session combines instruction with the opportunity to practice and troubleshoot existing and new monetary functions on Loan Service Representative.

WHO SHOULD ATTEND

This session would be of interest to lending and system administrative resources.

PREREQUISITES

- Completion of the **eroWORKS Conversion Training program**
- Intermediate experience with the lending side of eroWORKS DNA

OR

- Completion of the Introduction to eroWORKS session
- Opportunity to work with the topics discussed in this session resulting in an intermediate experience with eroWORKS DNA

COURSE CONTENT

- Payments
- Unscheduled
- Scheduled, Excess, Prepay, and Exceptions
- Skipped and Extended
- Reverse
- Loan Renewals
- Error Correct New Loan Disbursement
- Disbursing Financed Items after the Initial

Disbursement

- Initial Disbursements to a Loan or Line of Credit
- Reversing Initial Disbursements to a Loan or Line of Credit
- Reversing Payoffs
- Charges—Creating, Waiving, Removing, and Reversing
- SAOD—YTD Interest Adjustment

ALSO INCLUDED

Classroom workbook designed to follow the training agenda used during the training session.

This workbook is used to complete the various exercises and activities included in the training session. The workbook also includes reference material participants might find useful during the session and beyond.

L202A: INTRODUCTION TO ESCROW PROCESSING

Course Reference:	L202A
Course Type:	Classroom
Session Length:	1.0 day(s)
Session Cost:	\$450 per seat

ALSO INCLUDED

Classroom workbook designed to follow the training agenda used during the training session.

This workbook is used to complete the various exercises and activities included in the training session. The workbook also includes reference material participants might find useful during the session and beyond.

COURSE OBJECTIVES

After attending this session, participants will :

- have an understanding of the escrow process
- have the ability to create and maintain Tax Receivers
- have the ability to create and maintain Escrow Property Tax sub accounts
- have the ability to process escrow monetary functions
- have the ability to collect and remit funds to a Tax Receiver
- have the ability to review escrow reports

DESCRIPTION

This one day classroom session provides participants instruction and an opportunity to practice the escrow process on loan accounts.

WHO SHOULD ATTEND

This session would be of interest to lenders, lending clerks and lending administrators.

PREREQUISITES

- Intermediate to advanced experience with eroWORKS and eroWORKS DNA

COURSE CONTENT

- Setup system and product for escrow processing
- Setup Tax Receivers
- Create Property Tax Records
- Process initial Escrow analysis
- Remitting taxes to a Tax Receiver
- Escrow Monetary
- Escrow Reports
- Troubleshooting common errors

L202B: ADVANCED ESCROW PROCESSING

Course Reference:	L202B
Course Type:	Classroom
Session Length:	1.0 day(s)
Session Cost:	\$450 per seat

COURSE OBJECTIVES

After attending this session, participants will: have a better understanding of the escrow processing be able to practice and troubleshoot existing and new escrow monetary functions using real life scenarios.

DESCRIPTION

This one day classroom session combines new system set up instructions with the opportunity to practice creating, maintaining tax receivers, advanced escrow monetary functions, inactivating escrow disbursement allotments, and reviewing annual escrow analysis and escrow reports while working with eroWORKS DNA System Operations, Product Manager, Loan Escrow and DRVA applications.

WHO SHOULD ATTEND

This session would be of interest to lending clerks, lenders and back office staff that deal with the collecting and remittance of the escrow property tax sub accounts.

PREREQUISITES

- Completion of the **eroWORKS Conversion Training Program Escrow System Administration webinar**
- Intermediate experience with the escrow processing side of eroWORKS DNA

OR

- Completion of the Introduction to Escrow Processing
- Opportunity to work with the topics discussed in this session resulting in an intermediate experience with eroWORKS DNA

COURSE CONTENT

- eroWORKS DNA System Operations
- eroWORKS DNA Loan Service Representative
- eroWORKS DNA Loan Escrow
- Escrow System Administration
- System Operations
- Product Manager
- Tax Receivers
- Property Tax Records
- Advanced Escrow Monetary
- Escrow Allotments
- Review Annual Escrow Analysis and Escrow Reports

ALSO INCLUDED

Classroom workbook designed to follow the training agenda used during the training session.

This workbook is used to complete the various exercises and activities included in the training session. The workbook also includes reference material participants might find useful during the session and beyond.

B0201A: BACK OFFICE—SYSTEM SETTINGS

Course Reference:	B0201A
Course Type:	Classroom
Session Length:	1.0 day(s)
Session Cost:	\$450 per seat

COURSE OBJECTIVES

After attending this session, participants will be able to:

- understand business and system tables and where they affect the system
- understand institution options and how they affect the system
- modify business and system tables
- modify institution options
- understand what calculation variables do
- modify calculation variables

DESCRIPTION

This one day classroom session provides hands-on instruction on the steps required to:

- edit System Settings
- modify Table Descriptions
- work with Business Tables
- work with System Tables

WHO SHOULD ATTEND

This session would be of interest to system administrative/back office resources.

PREREQUISITES

- Completion of the **eroWORKS Conversion Training program**
- Intermediate experience with eroWORKS

OR

- Completion of the Introduction to eroWORKS session
- Opportunity to work with the topics discussed in this session resulting in an intermediate experience with eroWORKS DNA

COURSE CONTENT

- Business Tables
- System Tables
- RTXN Exceptions
- Institution Options
- Calculation Variables

ALSO INCLUDED

Classroom workbook designed to follow the training agenda used during the training session.

This workbook is used to complete the various exercises and activities included in the training session. The workbook also includes reference material participants might find useful during the session and beyond.

B0201B: DEPOSIT PRODUCT MANAGEMENT

Course Reference:	B0201B
Course Type:	Classroom
Session Length:	1.0 day(s)
Session Cost:	\$450 per seat

COURSE OBJECTIVES

After attending this session, participants will:

- understand deposit product settings and how they affect accounts
- be able to copy an existing product and make modifications to use this as a new product offering
- be able to create and modify calculation schedules

DESCRIPTION

This one day classroom workshop combines instruction with the opportunity to practice creating products and to work with interest calculation schedules. Topics in this session include:

- review parameters available in deposit products
- create new deposit products
- use the copy default function to create new products, and understand when the copy default function is appropriate

WHO SHOULD ATTEND

This session would be of interest to accounting and system administrative resources.

PREREQUISITES

- Completion of the eroWORKS Conversion Training program
- Intermediate experience with eroWORKS DNA
- Intermediate knowledge of the credit union's products and product structure

OR

- Completion of the **Introduction to eroWORKS session**
- Opportunity to work with the topics discussed in this session resulting in an intermediate experience with eroWORKS DNA
- Intermediate knowledge of the credit union's products and product structure

COURSE CONTENT

- Create and maintain calculation schedules
- Create various deposit products
- Understand the effect of product parameters on individual accounts
- Understand the impact of overriding product parameters at the account level

ALSO INCLUDED

Classroom workbook designed to follow the training agenda used during the training session.

This workbook is used to complete the various exercises and activities included in the training session. The workbook also includes reference material participants might find useful during the session and beyond.

B0201C: LOAN PRODUCT MANAGEMENT

Course Reference:	B0201C
Course Type:	Classroom
Session Length:	1.0 day(s)
Session Cost:	\$450 per seat

COURSE OBJECTIVES

After attending this session, participants will:

- understand lending product settings and how they affect accounts
- be able to copy an existing product and make modifications to use this as a new product offering
- be able to create and modify calculation schedules

DESCRIPTION

This one day classroom workshop combines instruction with the opportunity to practice creating products and to work with interest calculation schedules. Topics in this session include:

- review parameters available in loan products
- create loan products
- use the copy default function to create new products, and understand when the copy default function is appropriate

WHO SHOULD ATTEND

This session would be of interest to accounting and system administrative resources.

PREREQUISITES

- Completion of the **eroWORKS Conversion Training program**
- Intermediate experience with eroWORKS DNA
Intermediate knowledge of the credit union's products and product structure

OR

- Completion of the Introduction to eroWORKS DNA session
- Opportunity to work with the topics discussed in this session resulting in an intermediate experience with eroWORKS DNA
- Intermediate knowledge of the credit union's products and product structure

COURSE CONTENT

- Create and maintain calculation schedules
- Create various lending products
- Understand the effect of product parameters on individual accounts
- Understand the impact of overriding product parameters at the account level

ALSO INCLUDED

Classroom workbook designed to follow the training agenda used during the training session.

This workbook is used to complete the various exercises and activities included in the training session. The workbook also includes reference material participants might find useful during the session and beyond.

B0201D: RELATIONAL PRICING

Course Reference:	B0201D
Course Type:	Classroom
Session Length:	2.0 day(s)
Session Cost:	\$650 per seat

COURSE OBJECTIVES

After attending this session, participants will be able to:

- understand the structure of relational pricing
- inquire and modify existing price rules and packages
- create new pricing rules and packages
- modify and create service fee groups

DESCRIPTION

This two day classroom workshop provides instruction on the steps required when:

- creating new pricing packages
- maintaining existing packages
- maintaining packages at the product and account level
- This hands-on workshops provides an opportunity to work with realistic examples in a safe environment

WHO SHOULD ATTEND

This session would be of interest to system administrative/back office resources.

PREREQUISITES

- Completion of the eroWORKS Conversion Training program
- Intermediate experience with eroWORKS DNA
- Intermediate knowledge of the credit union's products and product structure

OR

- Completion of the Introduction to eroWORKS DNA session
- Opportunity to work with the topics discussed in this session resulting in an intermediate experience with eroWORKS DNA
- Intermediate knowledge of the credit union's products and product structure

COURSE CONTENT

- Create pricing rules and packages
- Link rules to packages
- Set parameters
- Link packages to products
- Create/modify service fee groups
- Modify service fees
- Link service fee groups to products
- Modify pricing on packages, products, and accounts
- Test pricing packages

ALSO INCLUDED

Classroom workbook designed to follow the training agenda used during the training session.

This workbook is used to complete the various exercises and activities included in the training session. The workbook also includes reference material participants might find useful during the session and beyond.

B0202A: FOREIGN EXCHANGE

Course Reference:	B0202A
Course Type:	Classroom
Session Length:	1.0 day(s)
Session Cost:	\$450 per seat

COURSE OBJECTIVES

After attending this session, participants will:

- understand the setup of foreign currency within eroWORKS DNA be able to complete the setup required for foreign allotments
- know how to set up and enter discounts and spread rates understand the entries generated when posting and correcting foreign transactions

DESCRIPTION

This one day classroom workshop combines instruction with the opportunity to practice posting transactions while working in eroWORKS DNA System operations and Service Representative.

This course also applies to:

- review System Operations table setup
- review Branch Operations cashbox setup
- create transactions and corrections in Service Rep
- work for Teller Journal
- setup for Foreign Allotments
- create Foreign Allotments

WHO SHOULD ATTEND

This session would be of interest to front line and back office staff that deal with deposit accounts and transactions.

PREREQUISITES

- Completion of the **eroWORKS Conversion Training program**
- Intermediate experience with the deposit side of eroWORKS DNA

OR

- Completion of the Introduction to eroWORKS DNA session
- Opportunity to work with the topics discussed in this session resulting in an intermediate experience with eroWORKS DNA

COURSE CONTENT

- eroWORKS DNA System Operations
- eroWORKS DNA Service Representative

ALSO INCLUDED

Classroom workbook designed to follow the training agenda used during the training session.

This workbook is used to complete the various exercises and activities included in the training session. The workbook also includes reference material participants might find useful during the session and beyond.

B0202B: CARDS START TO FINISH

Course Reference:	B0202B
Course Type:	Classroom
Session Length:	1.0 day
Session Cost:	\$450 per seat

COURSE OBJECTIVES

After the one day, eroWORKS DNA Cards Start to Finish training session you will:

- understand the concept and setup required in eroWORKS DNA
- understand and be able to maintain your credit union's Plastic Card application settings
- know how to order and understand Starter Cards
- know how to add, maintain various card types and accounts linked to cards
- know how to order Organization Cards
- be aware of the reports available for cards

DESCRIPTION

This session will walk through the processes relating to Cards from the setup pieces before a card is ordered right to the end when a card is closed plus everything in between.

WHO SHOULD ATTEND

This session would be of interest to front line and back office staff that deal with Client Cards.

PREREQUISITES

- Completion of the **eroWORKS Conversion Training program - Deposit training**
- A working knowledge of the eroWORKS DNA Customer Service Application

COURSE CONTENT

- Background settings in System Operations
- Modifying credit union card limits
- adding and closing cards
- Modifying member card limits
- How to order and set up starter cards
- Adding organization cards
- Identify Reports relative to cards
- Additional best practices, tips, and tricks as identified by other participants

ALSO INCLUDED

Classroom workbook designed to follow the training agenda used during the training session.

This workbook will serve as a starting point for the discussions, exercises, and discovery that will take place. The workbook also includes reference material participants might find useful during the session and after.

WEB300A: EMPLOYEE AUTHORIZATIONS WEBINAR

Course Reference:	WEB300A
Course Type:	Webinar Session
Session Length:	2 hours
Session Cost:	\$250 per link

COURSE OBJECTIVES

After attending this session, participants will be able to:

- understand authorization structure and capabilities
- create new authorizations
- modify existing authorizations
- inquire into authorizations and their limitations

DESCRIPTION

This two hour web session provides instruction on the steps required when:

- troubleshooting when staff do not have authority to complete a job function
- modify authority levels and limits
- maintain employee records and authorizations

WHO SHOULD ATTEND

This session would be of interest to system administrative resources.

PREREQUISITES

- Completion of the **eroWORKS Conversion Training program**
- Basic knowledge of eroWORKS DNA
- Intermediate knowledge of institutions' employee structure and limits

OR

- Completion of the Introduction to eroWORKS DNA
- Opportunity to work with the topics discussed in this session resulting in an intermediate experience with eroWORKS DNA
- Intermediate knowledge of the credit union's products and product structure

COURSE CONTENT

- Create employee record
- Modify employee record
- Create authorizations
- Modify authorizations
- Modify transaction limits
- Link authorizations to employee record
- Explanation of override authorities and their capabilities

ALSO INCLUDED

Session workbook designed to follow the training agenda used during the training session.

This workbook is used to complete the various exercises and activities included in the training session. The workbook also includes reference material participants might find useful during the session and beyond.

WEB 300B: SAFE DEPOSIT BOX

Course Reference:	WEB300B
Course Type:	Webinar Session
Session Length:	3.0 hours
Session Cost:	\$250 per link

COURSE OBJECTIVES

After attending this session, participants will be able to:

- assign a Safe Deposit Box to a person/member
- search for a Safe Deposit Box
- add a person/member to a Wait List
- modify a Safe Deposit Box
- post monetary payments to Safe Deposit Box
- review Safe Deposit Box reports

DESCRIPTION

This three hour webinar workshop provides instruction on the steps required to:

- Assign a Safe Deposit Box to a person/member with pricing overrides, and with a waived rental fee
- Search for an available or unavailable Safe Deposit Box
- Add and update a person/member to a Wait List for a Safe Deposit Box
- Post payments, charges, and close a Safe Deposit Box

WHO SHOULD ATTEND

This session would be of interest to member service representatives and managers of member service representatives.

PREREQUISITES

- Intermediate to advanced experience with eroWORKS and eroWORKS DNA

COURSE CONTENT

- Assign a Safe Deposit Box to a person/member
- Assign a Safe Deposit Box with pricing overrides (permanent discounted flat fee and 100% full fee waiver) to a person/member
- Assign a Safe Deposit Box by waiving a portion of the rental and tax fees to a person/member
- Search for an available Safe Deposit Box, by other criteria, and the number of Safe Deposit Boxes available at a branch
- Add a person/member to a Wait List, update the Wait List, and delete a Wait List record
- Recording Activity
- Modify a Safe Deposit Box: edit due dates, edit pre-authorized transaction
- Post payments, reverse payments, and close a Safe Deposit Box
- Review Safe Deposit Box reports

ALSO INCLUDED

Session workbook designed to follow the training agenda used during the training session. This workbook is used to complete the various exercises and activities included in the training session. The workbook also includes reference material participants might find useful during the session and beyond.

WEB301A: NON-ACCRUAL LOAN ACCOUNTS

Course Reference:	WEB301A
Course Type:	Webinar Session
Session Length:	3.0 hours
Session Cost:	\$250 per link

ALSO INCLUDED

Session workbook designed to follow the training agenda used during the training session. This workbook is used to complete the various exercises and activities included in the training session. The workbook also includes reference material participants might find useful during the session and beyond.

COURSE OBJECTIVES

After attending this session, participants will be able to:

- understand the non-accrual process for non-performing loans

DESCRIPTION

This three hour webinar workshop session instruction and an opportunity to practice processing the non-accrual process on loan accounts.

WHO SHOULD ATTEND

This session would be of interest to lenders, lending clerks and lending/collections administrators.

PREREQUISITES

- Intermediate to advanced experience with eroWORKS and eroWORKS DNA

COURSE CONTENT

- Setup the date of First Delinquency user field
- Setup the Non-Accrual status on a loan account
- Process the Charge Off Transaction on a loan account
- Post payments on a Full Charge Off and a Partially Charge Off loan account
- Perform the Non-Accrual inquiry
- Process maintenance on a Full Charge Off and a Partially Charge Off loan account
- Review the Non-Accrual Reports

WEB301B: PREPAYMENT PENALTIES

Course Reference:	WEB301B
Course Type:	Classroom
Session Length:	3.0 hours
Session Cost:	\$250 per link

COURSE OBJECTIVES

After attending this session, participants will:

- understand how the prepayment penalties variables affect the product
- understand how monetary functions affect products with prepayment variables

DESCRIPTION

This three hour webinar workshop session workshop provides instruction on understanding prepayment penalty variables, tiered rate schedules and monetary functions such as regular payments, principal receipt payments and early payoffs affect lending products with prepayment variables. The workshop will also address common troubleshooting errors.

WHO SHOULD ATTEND

This session would be of interest to lenders and lending clerks.

PREREQUISITES

- Completion of the **eroWORKS Conversion Training program**
- Intermediate experience with eroWORKS and eroWORKS DNA

OR

- Completion of the eroWORKS or eroWORKS DNA - Lending Monetary session
- Opportunity to work with the topics discussed in this session resulting in an intermediate experience with eroWORKS and eroWORKS DNA

COURSE CONTENT

- Understanding Prepayment Penalty Variables
- Creating Tiered Rate Schedule and its effects on lending products with prepayment penalty variables
- Process monetary payments - Regular Excess Payments and Principal Receipt Payments
- Process payoffs
- Identify common errors and how to troubleshoot

ALSO INCLUDED

Classroom workbook designed to follow the training agenda used during the training session. This workbook is used to complete the various exercises and activities included in the training session. The workbook also includes reference material participants might find useful during the session and beyond.

SDLP101C: DIGITAL REPORT VIEW & ARCHIVE (DRVA)

Course Reference:	SDLP101C
Course Type:	Self-Directed Learning
Session Length:	3 hours (approx.)
Session Cost:	\$25 per use

COURSE OBJECTIVES

After completing this course, participants will be able to:

- identify the function and features of DRVA
- search for eroWORKS DNA banking reports
- use the reports display window to navigate, search, and print a report
- manage reports using the bookmark, notes, and subscription features
- archive and recall other important reports, financial statements, and documents
- manage DRVA user profiles

DESCRIPTION

This self-directed learning program includes a series of videos, animations, and interactive elements which lead participants through an introduction to the Digital Report View and Archive (DRVA) application. The program is easy to navigate and allows participants to learn on their own time and at their own pace from the comfort of their own desk.

This self-directed learning program is divided into the following six lessons:

- Getting Started in DRVA
- Searching for Reports
- Working with the View Report Window
- Managing Reports
- Archiving Documents
- User Administration

WHO SHOULD ATTEND

This session would be of interest to any resources with a need to view eroWORKS DNA banking system reports.

PREREQUISITES

- Completion of the **eroWORKS Conversion Training program**

OR

- Basic experience with eroWORKS DNA OR
- Completion of the Introduction to eroWORKS DNA

HARDWARE/SOFTWARE REQUIREMENTS

Microsoft Internet Explorer 6.0 or better

JavaScript Enabled

Cookies Enabled

Pop-up blockers disabled

1024x768 screen resolution or higher

Adobe Flash Player 8.0 or higher

Adobe Reader

Speakers or headphones

COURSE CONTENT

- What is DRVA?
- How do I log into DRVA?
- What is on the DRVA home page?
- How do I log out of DRVA?
- How do I perform a quick search?
- How do I perform a standard search?
- How do I perform a consolidated search?
- How do I perform an all batch search?
- How do I navigate through a report?
- How do I search the contents of a report?
- How do I print a report?
- How do I change the report view?
- How do I create a report bookmark?
- How do I add a note to a report?
- How do I subscribe to a report?
- How do I recall a previously viewed report?
- How do I archive a document?
- How do I retrieve an archived document?
- How do I view my archived documents?
- How do I create a new user?
- How do I change another user's password?

ALSO INCLUDED

Throughout this self-directed learning program, participants are provided with hyperlinks to relevant DRVA and eroWORKS DNA banking report training manuals and resources. In addition, answers to commonly asked credit union questions are provided.

Course Reference:	DNA100
Course Type:	Classroom
Session Length:	3.0 day(s)
Session Cost:	\$600 per seat

ALSO INCLUDED

Participants will receive a training workbook designed to follow the agenda used during the session. This workbook is used to complete the various exercises and activities included in the training session. The workbook also includes reference material participants will find useful during the session and beyond.

COURSE OBJECTIVES

After attending this session, participants will be able to:

- Navigate in eroWORKS® DNA™
- Understand the new terminology used
- Work with wizards
- Work with account inquiries and agreements

DESCRIPTION

This three day classroom session is a “hands on” opportunity to eroWORKS eroWORKS® DNA™

WHO SHOULD ATTEND

This session would be of interest to users preparing for their upgrade to eroWORKS® DNA™.

PREREQUISITES

- A working understanding eroWORKS
- Completion of the eroWORKS® DNA™ Upgrade Overview self-directed session. This session is located at www.edc.celero.ca, Self-directed Training section.

COURSE CONTENT

Day One

- Navigate eroWORKS® DNA™
- Wizards - Person, Orgs and Accounts
- New Terminology Combining Statements

Day Two

- Person and Account Maintenance
- Account Inquiries
- Agreements
- Teller Transactions
- Teller Balancing

Course Reference:	DNAWEB100A
Course Type:	Webinar Session
Session Length:	2.0 hours
Session Cost:	\$250 per link

DESCRIPTION:

This session is an instructor-led, web-delivered session. Registrants will attend from their own locations. Celero will send instructions on joining the session 3 days before the scheduled start.

This two hour web session is the first session out of four in the eroWORKS® DNA™ Core Webinar Series. It provides information on eroWORKS DNA including:

- A review of the topics covered in the eroWORKS DNA Upgrade Overview self-directed session
- The Create Person / Member wizard
- The Create Organization wizard
- The Create Deposit Account wizard
- Transaction Express basic deposit transactions

WHO SHOULD ATTEND

This session would be of interest to users preparing for their upgrade to eroWORKS DNA.

PREREQUISITES

Before registering for this session, ensure you have:

- A working understanding eroWORKS
- Completed the eroWORKS DNA Upgrade Overview self-directed session

ALSO INCLUDED

Participants will receive a training workbook designed to follow the agenda used during the session. This workbook is used to complete the various exercises and activities included in the training session. The workbook also includes reference material participants will find useful during the session and beyond.

Course Reference:	DNAWEB100B
Course Type:	Webinar Session
Session Length:	2.0 hours
Session Cost:	\$250 per link

DESCRIPTION:

This session is an instructor-led, web-delivered session. Registrants will attend from their own locations. Celero will send instructions on joining the session 3 days before the scheduled start.

This two hour web session is the second session out of four in the eroWORKS® DNA™ Core Webinar Series. It provides information on eroWORKS DNA including:

- The Create Retirement Plan wizard
- The Create Loan Account wizard
- Customize Wizards information
- Trans exp (stays the same)
- Card Agreements
- E-Agreements
- Basic Account Inquiries

WHO SHOULD ATTEND

This session would be of interest to users preparing for their upgrade to eroWORKS DNA.

PREREQUISITES

Before registering for this session, ensure you have:

- A working understanding eroWORKS
- Completed the eroWORKS DNA Upgrade Overview self-directed session
- Completed the eroWORKS DNA Core Webinar (1 of 4) session

ALSO INCLUDED

Participants will receive a training workbook designed to follow the agenda used during the session. This workbook is used to complete the various exercises and activities included in the training session. The workbook also includes reference material participants will find useful during the session and beyond.

Course Reference:	DNAWEB100C
Course Type:	Webinar Session
Session Length:	2.0 hours
Session Cost:	\$250 per link

DESCRIPTION:

This session is an instructor-led, web-delivered session. Registrants will attend from their own locations. Celero will send instructions on joining the session 3 days before the scheduled start.

This two hour web session is the third session out of four in the eroWORKS® DNA™ Core Webinar Series. It provides information on eroWORKS DNA including:

- Conducting person maintenance
- Conducting organization maintenance
- Conducting deposit account maintenance
- Conducting loan account maintenance
- Conducting retirement maintenance
- Conducting all inquiries

WHO SHOULD ATTEND

This session would be of interest to users preparing for their upgrade to eroWORKS DNA.

PREREQUISITES

Before registering for this session, ensure you have:

- A working understanding eroWORKS
- Completed the eroWORKS DNA Upgrade Overview self-directed session
- Completed the eroWORKS DNA Core Webinar (1 of 4) session
- Completed the eroWORKS DNA Core Webinar (2 of 4) session

ALSO INCLUDED

Participants will receive a training workbook designed to follow the agenda used during the session. This workbook is used to complete the various exercises and activities included in the training session. The workbook also includes reference material participants will find useful during the session and beyond.

DNAWEB100D: eroWORKS® DNA™ CORE WEBINAR (4 of 4)

Course Reference:	DNAWEB100D
Course Type:	Webinar Session
Session Length:	2.0 hours
Session Cost:	\$250 per link

DESCRIPTION:

This session is an instructor-led, web-delivered session. Registrants will attend from their own locations. Celero will send instructions on joining the session 3 days before the scheduled start.

This two hour web session is the fourth session out of four in the eroWORKS® DNA™ Core Webinar Series. It provides information on eroWORKS DNA including:

- Teller transactions using teller express
- Teller transactions using monetary transaction screens
- Teller Balancing wizard
- Review Training database information

WHO SHOULD ATTEND

This session would be of interest to users preparing for their upgrade to eroWORKS DNA.

PREREQUISITES

Before registering for this session, ensure you have:

- A working understanding eroWORKS
- Completed the eroWORKS DNA Upgrade Overview self-directed session
- Completed the eroWORKS DNA Core Webinar (1 of 4) session
- Completed the eroWORKS DNA Core Webinar (2 of 4) session
- Completed the eroWORKS DNA Core Webinar (3 of 4) session

ALSO INCLUDED

Participants will receive a training workbook designed to follow the agenda used during the session. This workbook is used to complete the various exercises and activities included in the training session. The workbook also includes reference material participants will find useful during the session and beyond.

Course Reference:	DNAWEB200
Course Type:	Webinar Session
Session Length:	2.0 hours
Session Cost:	\$250 per link

DESCRIPTION:

This session is an instructor-led, web-delivered session. Registrants will attend from their own locations. Celero will send instructions on joining the session 3 days before the scheduled start.

This two hour web session provides instruction in eroWORKS® DNA™. You will learn how to create and maintain employee records and will be provided with information on the authorization structure. Topics include:

- How to create an employee record
- How to maintain an employee record
- What is SAF?
- How to create a user in SAF
- How to work with authorization items
- Which authorization items need analysis before upgrading to eroWORKS DNA

WHO SHOULD ATTEND

This session would be of interest to back office staff responsible for employee records and authorization set up in eroWORKS DNA.

PREREQUISITES

Before registering for this session, ensure you have:

- A working understanding eroWORKS
- Basic knowledge of eroWORKS DNA

ALSO INCLUDED

Participants will receive a training workbook designed to follow the agenda used during the session. This workbook is used to complete the various exercises and activities included in the training session. The workbook also includes reference material participants will find useful during the session and beyond.

Course Reference:	SDLPDNA000
Course Type:	Self-Directed Learning Program
Session Length:	1.5 Hours
Session Cost :	No Charge

DESCRIPTION:

This self-directed learning program includes a series of videos, animations, and interactive elements which lead participants through an overview of DNA. The program is intended as a pre-requisite to DNA classroom and DNA webinar instruction offered by Celero Solutions.

WHO SHOULD ATTEND

This session would be of interest to users preparing for their upgrade to eroWORKS® DNA™.

OBJECTIVES

This self-directed learning program is intended as a pre-requisite to the eroWORKS DNA classroom and webinar instruction offered by Celero Solutions.

You will learn what major changes you can expect from your eroWORKS DNA upgrade and will be introduced to the redesigned screen layout and navigational features of eroWORKS DNA.

PREREQUISITES

- A working understanding eroWORKS

HARDWARE AND SOFTWARE REQUIRED:

- Microsoft Internet Explorer 6.0 or better
- JavaScript Enabled
- Cookies Enabled
- Pop-up blockers disabled
- 1024 x 768 screen resolution or higher
- Adobe Flash Player 8.0 or higher
- Adobe Reader

COURSE CONTENT

- Introduction
- What is eroWORKS DNA
- The eroWORKS DNA Screen Redesign
- The eroWORKS DNA Work Area Explore

CV200: cVIEW REPORTING

Course Reference:	CV200
Course Type:	Classroom
Session Length:	1.0 day(s)
Session Cost:	\$450 per seat

COURSE OBJECTIVES

After attending this session, participants will be able to:

- add channels to the portal page, and populate a channel with links
- share files with other cView users
- compose a new query by selecting columns from a table
- filter query data by using qualifiers
- sort the data in a query
- produce a report from a query
- publish a report to a cView audience or an external audience

DESCRIPTION

The cView component of eroWORKS DNA consists of My Vision Portal Page and Report Wizard. With these two ancillary products, credit unions are able to create and run custom banking reports, and to share information among their eroWORKS DNA users.

WHO SHOULD ATTEND

This session would be of interest to resources new to cView that have a good understanding of their credit union's reporting needs.

PREREQUISITES

- Completion of the **eroWORKS Training Program**
- Basic experience with eroWORKS DNA
- Familiar with credit union reporting requirements

OR...

- Completion of the Introduction to eroWORKS DNA session
- Familiar with credit union reporting requirements

COURSE CONTENT

My Vision Portal Page

- Launch the My Vision web site
- Add channels to the My Vision welcome page
- Use the File Library to push information to others
- Add content to channels

cView Query Builder

- Create a folder structure
- Create a new Query
- Add columns to a query
- Qualify (filter) a query
- Sort the results of a query
- Manage a query library

cView Report Manager

- Create a report from a query
- Change a report's formatting
- Add totals and subtotals to a report

ALSO INCLUDED

Classroom workbook designed to follow the training agenda used during the training session.

This workbook is used to complete the various exercises and activities included in the training session. The workbook also includes reference material participants might find useful during the session and beyond.

Participants will also receive the following job aids:

- cView Data Dictionary
- cView Best Practices Guide

CV201: ADVANCED CVIEW QUERY OPERATIONS

Course Reference:	CV201
Course Type:	Classroom
Session Length:	1.0 day(s)
Session Cost:	\$450 per seat

COURSE OBJECTIVES

After attending this session, participants will be able to:

- enter the Join parameters in a query, so that information from two or more tables may be used in the query
- use the Decoded and Case functions to make custom calculations on a query
- compute the summary data for a query, while suppressing the detail data
- use dates in calculations
- join two or more Standard queries into a Super query
- use linked reports as query selectors

DESCRIPTION

Building on the knowledge established in the Query Builder and Report Manager Webinars, this one day classroom workshop provides hands on instruction to plan and create advanced queries.

With a focus on queries that use multiple tables, this session gives participants the opportunity to:

- work with join fields and computed fields
- create advanced qualifiers
- create drilldown queries
- work with sub-reports and super queries
- identify the entity relationships among the most frequently used tables in the RW_TCBS data source

WHO SHOULD ATTEND

This session would be of interest to resources currently working with cView that have a good understanding of their credit union's reporting needs.

PREREQUISITES

- Completion of the **eroWORKS Conversion Training Program - cView My Vision**, Query Builder and Report Manager webinars
- Basic experience with cView my Vision, Query Builder and Report Manager
- Familiar with credit union reporting requirements

OR

- Completion of the cView Reporting session
- Opportunity to work with the topics discussed in this session resulting in basic cView experience
- Familiar with credit union reporting requirements

COURSE CONTENT

- Determine appropriate join fields, and specify appropriate join settings for the tables that make up a query
- Use computed fields to develop queries containing only category totals
- Use computed fields to return the calendar time between a reported date and the current date
- Create advanced qualifiers
- Create sub reports
- Create drill down reports
- Create super queries
- Use computed field substitutes
 - The Decode function
 - The Case function

ALSO INCLUDED

Classroom workbook designed to follow the training agenda used during the training session.

This workbook is used to complete the various exercises and activities included in the training session. The workbook also includes reference material participants might find useful during the session and beyond.

CV300: CVIEW REPORTING WORKSHOP

Course Reference:	CV300
Course Type:	Classroom
Session Length:	1.0 day(s)
Session Cost:	\$450 per seat

Celero has the final say on whether or not any particular report is to be covered during the session. Some reports may be too complicated to cover in this setting, or they may not be of interest to the session audience. Celero may survey the participants in advance of the session to determine which reports carry the most interest.

COURSE OBJECTIVES

This is a one day instructor-led session focused on building cView reports. Participants are to submit their report requirements in advance of the session, and work as a group with the Celero instructor to address them.

Participants will have access to their own cView production site and database, and should bring their cView connection details, i.e. URL, name, password, to the session.

WHO SHOULD ATTEND

This session would be of interest to experienced cView report developers.

PREREQUISITES

- Completion of the **eroWORKS Conversion Training Program - cView My Vision**, Query Builder and Report Manager webinars or cView Reporting session
- Completion of the cView Query Operations session
- Familiar with credit union reporting requirements

COURSE CONTENT

Participants will be asked to submit their report requirements at least 2 weeks in advance of the session. These requirements are to identify the business need related to the report. For example, "We need a report produced on demand showing all mortgages more than 7 days delinquent".

Based on the report requirements received, Celero will produce an agenda of reports to be covered. The agenda will be circulated to the participants one week in advance of the session.

SDLP101A: CVIEW AN INTRODUCTION

Course Reference:	SDLP101A
Course Type:	Self-Directed Learning Program
Session Length:	2.25 hours (approx.)
Session Cost:	\$25 per use

COURSE OBJECTIVES

After completing this course, participants will be able to:

- identify the purpose and function of each cView module
- navigate and edit your My Vision portal page
- create and add content to a channel
- manage your file library
- manage your cView profile

DESCRIPTION

This self-directed learning program includes a series of videos, animations, and interactive elements which lead participants through an introduction to cView. The program is easy to navigate and allows participants to learn on their own time and at their own pace from the comfort of their own desk.

This self-directed learning program is divided into four lessons:

- Getting Started with cView
- Working with cView Channels
- Working with the cView File Library
- Managing Your cView User Profile

WHO SHOULD ATTEND

This session would be of interest to resources new to cView.

PREREQUISITES

None

HARDWARE/SOFTWARE REQUIREMENTS

Microsoft Internet Explorer 6.0 or better

JavaScript Enabled

Cookies Enabled

Pop-up blockers disabled

1024x768 screen resolution or higher

Adobe Flash Player 8.0 or higher

Adobe Reader

Speakers or headphones

COURSE CONTENT

- What is cView?
- How do I log into cView?
- What is the cView My Vision Portal Page?
- How do I log out of cView?
- What is a cView channel?
- How do I add a channel to My Vision Portal Page?
- How do I create and edit a channel?
- What is the cView File Library?
- How do I manage my file library?
- How do I change my cView password?
- How do I edit my cView profile?

ALSO INCLUDED

Throughout this self-directed learning program, participants are provided with hyperlinks to relevant cView training manuals, resources, and quick reference sheets.

FAS200: FAS ACCOUNTING SUITE: INTRODUCTION TO GENERAL LEDGER

Course Reference:	FAS200
Course Type:	Classroom
Session Length:	1.0 day(s)
Session Cost:	\$450 per seat

COURSE OBJECTIVES

After attending this session, participants will be able to:

- add and maintain user and user groups
- understand FAS system settings
- post various types of transactions using different types of batches
- create schedule entries
- learn how to import data from eroWORKS DNA General Ledger

DESCRIPTION

This one day classroom workshop provides an opportunity to work with FAS Financial Accounting Suite to:

- add and maintain users
- maintain chart of accounts
- maintain institution and user groups
- post transactions (backdate, future date and reoccurring)
- create scheduled journal entries
- import and export data
- produce reports

WHO SHOULD ATTEND

This session would be of interest to accounting and system administrative resources.

PREREQUISITES

- Completion of the **eroWORKS Conversion Training Program**
- Basic eroWORKS DNA experience

OR

- Completion of the Introduction to General Ledger session
- Basic eroWORKS DNA experience

COURSE CONTENT

- Add and maintain User Setup
- Maintain Logged Users
- Maintain the Chart of Accounts
- FAS System Settings
- Maintain Institution and User Groups
- General Ledger Maintenance
- Post Transactions (backdate, future date and reoccurring)
- Create scheduled journal entries
- Import and export data
- Product reports

ALSO INCLUDED

Classroom workbook designed to follow the training agenda used during the training session.

This workbook is used to complete the various exercises and activities included in the training session. The workbook also includes reference material participants might find useful during the session and beyond.

FAS201A: FAS ACCOUNTING SUITE: FIXED ASSETS AND ACCOUNTS PAYABLE

Course Reference:	FAS201A
Course Type:	Classroom
Session Length:	1.0 day(s)
Session Cost:	\$450 per seat

COURSE OBJECTIVES

After attending this session, participants will be able to:

- Fixed Assets
- set up and maintain Asset
- run depreciation
- retire and purge assets when needed
- produce a variety of reports
- Accounts Payable
- set up and maintain vendors and contact people
- create and maintain invoices as well as paying those invoices
- reconcile the cheques used to pay invoices
- produce a variety of reports

DESCRIPTION

This one day classroom workshop provides an opportunity to perform functions within FAS Financial Accounting Suite Fixed Assets and Account Payable to:

- maintain assets
- run depreciation
- purge retired assets
- maintain and pay invoices
- void and create cheques
- produce reports

Participants will receive the following material:

- FAS Introduction Guide (paper copy)
- Link to the Quick Reference Guide
- PowerPoint presentation including training exercises (paper copy)

WHO SHOULD ATTEND

This session would be of interest to accounting and system administrative resources.

PREREQUISITES

- Completion of the **eroWORKS Conversion Training Program - FAS Daily Use Webinar**
- A working understanding of the information provided in the session

OR

- Completion of the Introduction to General Ledger
- A working understanding of the information provided in the session

COURSE CONTENT

- Fixed Assets
- Setup Type Codes
- Maintain Assets
- Run Depreciation
- Purge Retired Assets
- Produce Reports
- Accounts Payable
- Maintaining Vendors and Contacts
- Maintaining Invoices
- Paying Invoices
- Void and Create Cheques
- Produce Reports

ALSO INCLUDED

Classroom workbook designed to follow the training agenda used during the training session.

This workbook is used to complete the various exercises and activities included in the training session. The workbook also includes reference material participants might find useful during the session and beyond.

FAS201B: FAS ACCOUNTING SUITE: REPORT WORKSHOP

Course Reference:	FAS201B
Course Type:	Classroom
Session Length:	1.0 day(s)
Session Cost:	\$450 per seat

COURSE OBJECTIVES

After attending this session, participants will be able to:

- recognize when to use each of the general ledger report tools including predefined managerial reports, snapshot reports, transaction analyzer reports, and scheduled journal entry reports
- be able to create reports using each of the general ledger report tools including predefined managerial reports, snapshot reports, transaction analyzer reports, and scheduled journal entry reports
- be able to create custom reports using the Report Designer tool
- be able to locate, view and use the FAS audit / management reports
- be able to print reports to the screen, to a printer, or export to Microsoft Excel
- be able to schedule reports to produce automatically on a set frequency

DESCRIPTION

This one day classroom workshop combines instruction with the opportunity to practice report creation using the FAS General Ledger Report tools.

WHO SHOULD ATTEND

This session would be of interest to accounting and system administrative resources.

PREREQUISITES

- Completion of the **eroWORKS Conversion Training Program - FAS web training series**

OR

- Completion of Introduction to General Ledger or
- A working knowledge of the FAS General Ledger module

COURSE CONTENT

- Using the predefined managerial reports tool
- Using the snapshot reports tool
- Using the transaction analyzer reports tool
- Using the scheduled journal entry reports tool
- Using the FAS audit reports
- Using the report designer reports tool
- Printing and exporting reports
- Scheduling reports

ALSO INCLUDED

Classroom workbook designed to follow the training agenda used during the training session.

This workbook is used to complete the various exercises and activities included in the training session. The workbook also includes reference material participants might find useful during the session and beyond.

FAS202A: FAS ACCOUNTING SUITE: ADVANCED REPORTING TOOLS

Course Reference:	FAS202A
Course Type:	Classroom
Session Length:	1.0 day(s)
Session Cost:	\$450 per seat

COURSE OBJECTIVES

After attending this session, participants will be able to use the advanced report writer module to:

- import and view general ledger account data
- create and distribute graphs on account balances
- monitor general ledger activity using exceptions
- analyze the general ledger by creating custom views
- create, schedule, and generate reports based on advanced report writer views

After attending this session, participants will be able to use the diamond reports tool to:

- prepare custom general ledger, accounts payable, and fixed asset reports
- print, export, and import reports prepared using diamond reports

DESCRIPTION

This one day classroom workshop combines instruction with the opportunity to practice report creation using the FAS advanced report writer and diamond report tools.

WHO SHOULD ATTEND

This session would be of interest to accounting and system administrative resources.

PREREQUISITES

- Completion of the **eroWORKS Conversion Training Program - FAS web training series**

OR

- Completion of the Introduction to General Ledger
or
- A working knowledge of the FAS application

COURSE CONTENT

- Advanced Report Writer - Working with the general ledger detail view
- Advanced Report Writer - Working with basic graphs
- Advanced Report Writer - Working with exceptions
- Advanced Report Writer - Working with column and row sets
- Diamond Reports - Preparing the diamond reports workspace
- Diamond Reports - Creating headers and footers
- Diamond Reports - Adding report detail
- Diamond Reports - Sorting data and creating subtotals
- Diamond Reports - Saving, printing, and importing report templates

ALSO INCLUDED

Classroom workbook designed to follow the training agenda used during the training session.

This workbook is used to complete the various exercises and activities included in the training session. The workbook also includes reference material participants might find useful during the session and beyond.

FAS202B: FAS ACCOUNTING SUITE: TIPS, TRICKS & TROUBLESHOOTING

Course Reference:	FAS202B
Course Type:	Classroom
Session Length:	1.0 day(s)
Session Cost:	\$450 per seat

COURSE OBJECTIVES

After attending this session, participants will be able to:

- recognize and resolve common issues related to the daily FTI.OUT import process
- identify, locate and correct unmatched, orphan, and out-of-balance transaction errors
- identify and overcome common reporting problems, issues, and concerns
- identify and use several commonly overlooked FAS features including importing .csv files for journal entries, account deletion, and budget purposes; grouping transactions, and placing a hold on a GL account
- use additional best practices, tips, and tricks as identified by class participants

DESCRIPTION

This one day classroom workshop focuses on identifying and refining FAS best practices through collaboration and instruction. The class examines the most common difficulties and questions clients have related to FAS. Much of the content for this session has been derived by examining the FAS related Pivotal tickets submitted to Celero Client Care.

WHO SHOULD ATTEND

This session would be of interest to accounting and system administrative resources.

PREREQUISITES

- Completion of the eroWORKS Conversion Training Program - FAS web training series , or
- Completion of the Introductions to General Ledger, or
- A working knowledge of the FAS General Ledger and Reporting modules

COURSE CONTENT

- Establish a best practice procedure for the daily import process
- Locate a FAS import file that is not in its correct location
- Use FAS reporting to confirm an import was performed
- Resolve import duplication situations
- Resolve invalid account / centre situations in the import file
- Establish a best practice strategy for locating and correcting unmatched, orphan, and out-of-balance errors
- Best practices in using DRVA to locate transactions
- Understand the effect that eroWORKS DNA settings have on the GL transactions
- Use the Period Date to accurately obtain GL balances.
- Common issues around FAS running balances
- Impact of and workarounds for reporting related defects
- using an imported .CSV file to create regular journal entries
- Grouping transactions so that an entry's offset can be recalled later
- Placing a hold on a GL account so it can be deleted later
- Define the AP journal entry descriptions that pass to the general ledger
- Additional best practices, tips, and tricks as identified by other participants

ALSO INCLUDED

Classroom workbook designed to follow the agenda used during the training session. This workbook will serve as a starting point for the discussions, exercises, and discovery that will take place. The workbook also includes reference material participants might find useful during the session and beyond.

SDLP101B: THE FINANCIAL ACCOUNTING SUITE (FAS)

Course Reference:	SDLP101B
Course Type:	Self-Directed Learning
Session Length:	3 hours (approx.)
Session Cost:	\$25 per use

COURSE OBJECTIVES

After completing this course, participants will be able to:

- identify the purpose and function of each of six FAS modules
- sign in and out of FAS, change the FAS display, search, print, and change their password
- manage and add other users and user profiles
- manage their institution's chart of accounts
- view an account balance and locate posted transactions
- create, edit, close, and post a batch of transactions
- create and use recurring batch templates and scheduled journal entries
- import transactions into FAS from eroWORKS DNA
- advance the FAS calendar

DESCRIPTION

This self-directed learning program includes a series of videos, animations, and interactive elements which lead participants through an introduction to the Financial Accounting Suite. The program is easy to navigate and allows participants to learn on their own time and at their own pace from the comfort of their own desk.

This self-directed learning program is divided into the following five lessons:

- Getting Started in FAS
- Working with User Profiles
- Working with the General Ledger Accounts
- Creating General Ledger Transactions
- Updating the General Ledger

WHO SHOULD ATTEND

This session would be of interest to accounting and system administrative resources.

PREREQUISITES

None

HARDWARE/SOFTWARE REQUIREMENTS

Microsoft Internet Explorer 6.0 or better
JavaScript Enabled
Cookies Enabled
Pop-up blockers disabled
1024x768 screen resolution or higher
Adobe Flash Player 8.0 or higher
Adobe Reader
Speakers or headphones

COURSE CONTENT

- How do I sign into FAS?
- How do I change the view in FAS?
- What modules and functions are available in FAS?
- How do I perform a search in FAS?
- How do I print in FAS?
- How do I sign out of FAS?
- How do I change my password?
- How do I reactivate a locked out user?
- How do I change another user's password or profile?
- How do I add a new FAS user?
- How do I log another user off FAS?
- How do I locate the balances of a GL Account?
- How do I view posted transactions?
- How do I place a hold on a GL Account?
- How do I add a new GL account?
- How do I delete a GL Account?
- What is the FAS Transaction Lifecycle?
- How do I create a batch of journal entries?
- How do I use recurring batch templates?
- How do I import transactions into FAS?
- How do I create scheduled journal entries?
- How do I post a closed batch?
- How do I advance the calendar date?

ALSO INCLUDED

Throughout this self-directed learning program, participants are provided with hyperlinks to relevant FAS training manuals and resources. In addition, answers to commonly asked credit union questions are provided and suggestions for extra practice are given.

Celero® 2011 Training Courses

