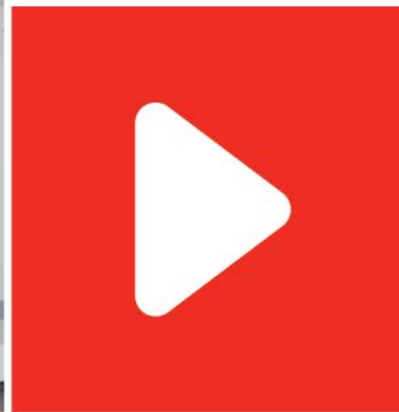
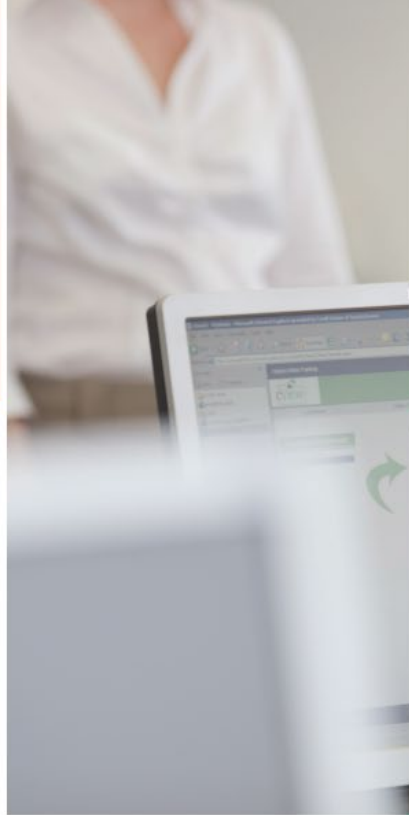


▶ *“Success will never be a big step
in the future, success is a small
step taken just now.”*

~Jonatan Mårtensson



▶ **Celero Knowledge Directory**

<https://celero.myabsorb.ca>

Fall2018

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Helping you love your technology.

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ELMS

FIRST TIME VISITORS

A user ID is required to view course information and enroll in sessions. These IDs are set up by Celero Training.

To allow for maximum flexibility in participant enrollment, we are using the “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 to training@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”.

For assistance with registration, or for additional questions about the course, please contact training@celero.ca.

LOGGING IN

1. Open your browser and in the Address bar at the top of the screen type <https://celero.myabsorb.ca>
2. Type the **Username** and **Password** that you received from Celero Training. Note that Usernames and Passwords are case sensitive.
3. Click **Login**.

*If you have forgotten your username and/or password, click the **Forgot Password** link. Your credentials will be e-mailed to the Point of Contact that is on file.*

VIEWING COURSE INFORMATION

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

COURSE INFORMATION

The Course Information provides the following details regarding a course:

- Available Sessions
- Resources: Any documents, videos, or URLs that are to be accessed for the course.
- Prerequisites. A Course may have required, not required, or no prerequisites.
- Skills Acquired: Lists skills a learner will acquire at completion of the course.

REGISTER IN A COURSE SESSION

To register for a session, you first enroll in a course, and then register for a specific session.

1. On the Home Page, click on **Catalog**
2. Locate the desired **Course** and click **Enroll**.
3. Click **Choose Session**. Locate the Session you wish to enroll in
4. Click **Enroll**

Following enrollment, a confirmation e-mail will be sent to the key contact on file.

VIEW YOUR ENROLMENTS

Click the **My Courses** tab to display your enrollments for all courses/sessions.

WITHDRAW FROM A COURSE SESSION

As a learner you are able to withdraw from a session, but the course will remain in your My Courses list. To completely remove the course, contact training@celero.ca

1. Click the **My Courses** tab to display your enrollments for all courses
2. Click on the session you wish to withdraw from
3. There are two actions available:
 - a. Cancel Session = To completely withdraw from the session
 - b. Change Session = Select a different session to attend

Following withdrawal, a confirmation e-mail will be sent to the key contact on file.

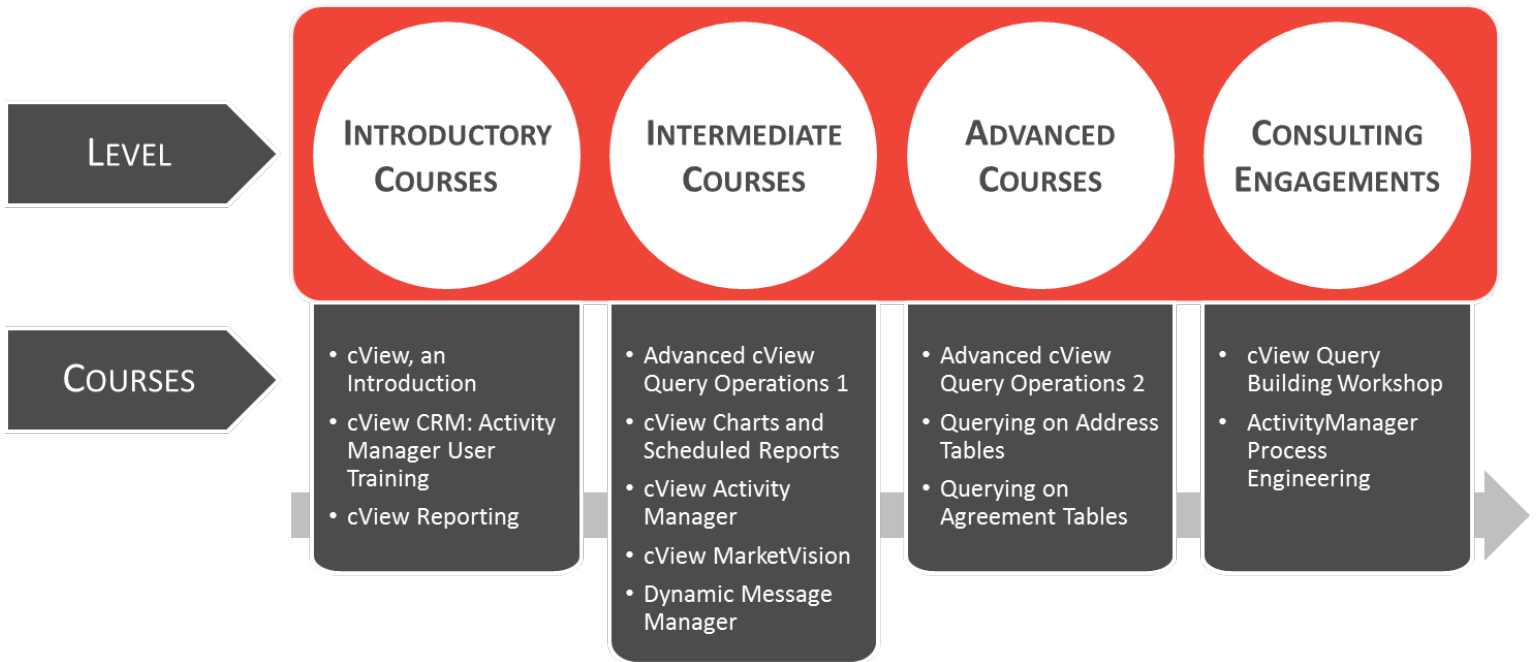
ELMS QUESTIONS / SUPPORT

Click on the **Contact Us** widget located on the eLMS Home Page and submit a support request form

CELERO TRAINING OVERVIEW



CVIEW LEARNING PATH



CATALOGUE: CVIEW TRAINING: QUERY AND REPORT BUILDING

(CV200) CVIEW REPORTING

This course will demonstrate some of the finer points related to using cView’s MyVision and ReportWizard Modules. This webinar provides beginners with an introduction in maintaining their MyVision portal page, using cView Query Builder to create basic queries, and publishing reports using cView ReportManager. This course will answer the following questions:

- How are users and workgroups managed?
- How are channels added to the cView MyVision page?
- How do I add content to a channel?
- What is the process to share files with other cView users?
- What is the process to compose a new query by selecting columns from a table?
- How can qualifiers be used to filter query data?
- How do I produce a report using a query?
- Can reports be published?

Format	Fee
Webinar	\$700.00

(CV201) ADVANCED CVIEW QUERY OPERATIONS 1

This course will demonstrate some of the finer points related to creating multi-table queries, using computed fields and functions, combining multiple queries into a Super Query, and linking reports together. This course will answer the following questions:

- How are multi-table queries created by joining tables?
- How are summary queries created using the decoded, case, sum, count, maximum, minimum, and average column functions?
- Can a computed query column display elapsed time?
- What is the process to develop a Super Query using multiple queries?
- How can I use drilldown links to combine summary and detail reports?

Format	Fee
Webinar	\$500.00

(CV202) ADVANCED CVIEW QUERY OPERATIONS 2

This course continues to build on the concepts introduced in the cView Reporting and Advanced cView Query Operations 1 courses. Participants will continue exploring some of the more involved features and functions of QueryBuilder needed to create many more advanced queries. This course will answer the following questions:

- How are the Decoded and Count functions combined to display report results horizontally?
- How do I use Ad-Hoc Filters when qualifying on a secondary table?
- How do I use the Table Alias function?
- What is the process to compare a column in one query to a column in a different query?
- How is the Map Prompts function used to pull the most recent row from a History Table?
- What is the process to create new, computed columns in a ReportManager report?
- What are some ways to use the Case Function?

Format	Fee
Webinar	\$500.00

(CV203) CVIEW CHARTS AND SCHEDULED REPORTS

This course will demonstrate some of the finer points related to creating and publishing a variety of charts based on a cView report, and scheduling reports to publish on a daily, weekly, and monthly basis. This course will answer the following questions:

- How to create a pie chart using an existing cView report.
- How to create a cluster chart using an existing cView report.
- What are the steps to edit or delete an existing chart?
- Can a chart and report data table be added to a channel?
- How to schedule and publish a cView report to a channel.
- How do I email a scheduled report to a cView user?
- Can scheduled cView reports be manually published?

Format	Fee
Webinar	\$350.00

(CV204) QUERYING ON ADDRESS TABLES

This course will demonstrate some of the finer points related to using the eroWORKS DNA address and phone tables to create accurate mailing lists, call lists, and mail merge files. This course will answer the following questions:

- How do I use the Common Acct_Info Table to create a mail merge file?
- What are the steps to creating a mailing list using the eroWORKS DNA address tables?
- What are the steps to creating a callout list using the eroWORKS DNA phone tables?
- How do I combine person and organization addresses and phone numbers into the same query?

Format	Fee
Webinar	\$350.00

(CV205) QUERYING ON AGREEMENT TABLES

This course provides participants will an in depth look at using the eroWORKS DNA agreement tables to create accurate card and e-agreement reporting. This course will answer the following questions:

- What information is provided in each of the various card agreement tables?
- How do I join the various card agreement tables?
- What information is provided in each of the various e-agreement tables?
- How do I join the various e-agreement tables?
- What do I need to know to create card and e-agreement queries?

Format	Fee
Webinar	\$350.00

CATALOGUE: CVIEW TRAINING: CRM MODULES

(CV001) CVIEW, AN INTRODUCTION

This self-learning module provides an introduction to cView. Throughout this module, you will be asked to read content, watch videos, and interact with the simulations to gain a better understanding of cView. This course will answer the following questions:

- What is the purpose and function of each cView module?
- How do I navigate and edit the 'My Page' portal page?
- How do I create and add content to a channel?
- How do I manage my file library?
- How do I manage my cView profile?

Format	Fee
Self-Directed Learning	\$130.00 <i>or</i> Subscription Available

(CV002) CVIEW CRM: ACTIVITYMANAGER USER TRAINING

This self-learning module provides credit union employees with the basic information required to work with the cView processes created using cView Activity Manager This course will answer the following questions:

- How do I launch and sign into cView?
- How do I maintain my cView profile?
- How do I view and work with activities assigned to me?
- How do I view and work with activities not assigned to me?
- How do I launch and assign new activities?

Format	Fee
Self-Directed Learning	\$130.00 <i>or</i> Subscription Available

(CV301) CVIEW ACTIVITY MANAGER

This course provides an introductory look at the cView Activity Manager module, provides users with an approach to, and instruction in, using cView Activity Manager to accurately track the activities that occur in their organization. This course will answer the following questions:

- How is Activity Manager used to track an organization’s activities?
- How to create sources, activity types, and stations.
- How to create an automated station action.
- How to create and populate custom fields and links.
- How do I create and manage cView activities?

Format	Fee
Webinar	\$500.00

(CV302) CVIEW MARKETVISION

This course provides an introductory look at the cView MarketVision module, and demonstrates some of the finer points of MarketVision’s Point of Service, Flexible File Import, Segment Manager, and Campaign Manager components. This course will answer the following questions:

- How to use Point of Service to perform searches.
- How do I modify householding settings and create custom households?
- What are the steps involved in balancing the MarketVision data source?
- What is the process to populate custom tables using the Flexible File Import?
- How do I create a marketing campaign to target specific members using Segment and Campaign Manager?

Format	Fee
Webinar	\$500.00

(CV303) DYNAMIC MESSAGE MANAGER

This course provides an introductory look at the Dynamic Message Manager component of cView, and demonstrates some of the finer points of creating, delivering and maintaining dynamic messages in eroWORKS DNA. This course will answer the following questions:

- How do I view and manage displayed messages?
- What are the steps involved in creating new messages to target an individual, a group of account holders, and a group of individuals?
- How do I manage the eroWORKS DNA tables and settings associated with Dynamic Message Manager?

Format	Fee
Webinar	\$350.00

CATALOGUE: DIGITAL REPORT VIEW & ARCHIVE (DRVA) TRAINING

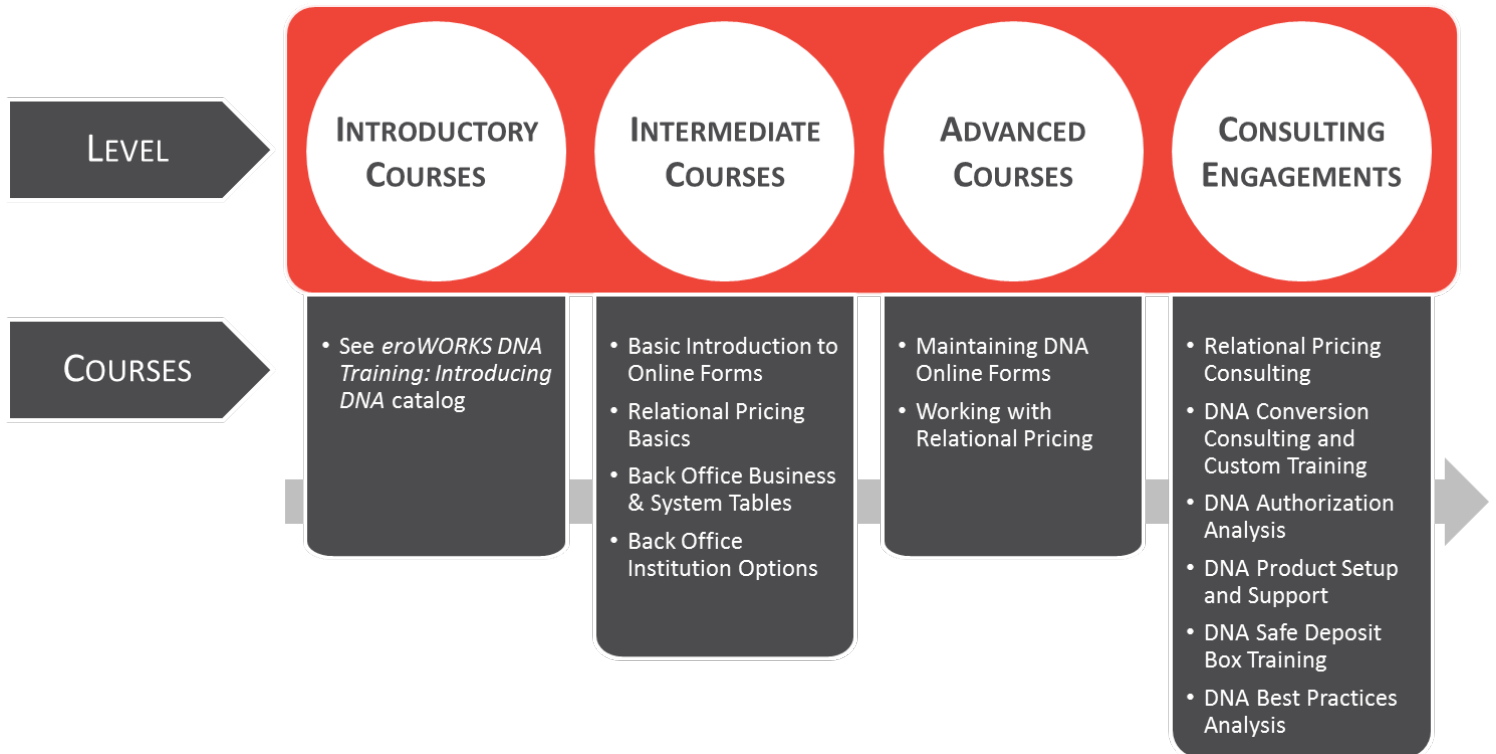
(DRVA001) DIGITAL REPORT VIEW & ARCHIVE (DRVA)

This self-learning module provides an introduction to Digital Report View & Archive (DRVA). Throughout this module, you will be asked to read content, watch videos, and interact with the simulations to gain a better understanding of DRVA. This course will answer the following questions:

- What are the functions and features of DRVA?
- How do I perform a search for and print eroWORKS banking reports?
- How do I use the bookmark, notes and subscriptions features to manage reports?
- What is the process to archive and recall other important reports, financial statements and documents?
- How is a DRVA user profile managed?

Format	Fee
Self-Directed Learning	\$130.00 <i>or</i> Subscription Available

EROWORKS DNA – BACK OFFICE LEARNING PATH



CATALOGUE: EROWORKS DNA TRAINING - BACK OFFICE

(BO203) BASIC INTRODUCTION TO ONLINE FORMS

This course provides an introduction to eroWORKS DNA Online Forms, and demonstrates some of the finer points related to importing online forms, maintaining print groups, printing an online form, managing logos, and adjusting form fields. This course will answer the following questions:

- What are the steps to import online forms?
- What are print groups, and how are they maintained?
- How is an online form printed?
- Can logos be replaced / added to online forms?
- Can form fields be adjusted?

This offering consists of a recorded webinar and a training manual.

Format	Fee
Recorded Webinar	\$130.00/completion

(BO301) RELATIONAL PRICING BASICS

This course introduces users to the basic concepts of product and pricing processes in eroWORKS DNA. This course will answer the following questions:

- What is relational pricing?
- What are the basic components of relational pricing (structure, cycles, rules, processes)?
- What steps are required to create relational pricing?
- What are Service Fee Groups?
- What are Overrides?

Format	Fee
Webinar	\$350.00

(BO302) BACK OFFICE BUSINESS AND SYSTEM TABLES

Back Office Business and System Tables introduces participants to the back end of the eroWORKS DNA banking system. This course looks behind the scenes at the business and system tables that impact the front- end of the system. This course is ideal for users looking to enhance their understanding of DNA and to make customized changes to the eroWORKS DNA banking system.

Some of the things you will learn include:

- Tips on warning flags
- How do I make a closeout reason mandatory?
- How can I make a description mandatory on a specific transaction type?
- How do I add drop down options for occupation and education?
- How do I add ID types?
- How do I modify transaction types?
- How do I customize the wizards?

Format	Fee
Webinar	\$350.00

(BO303) BACK OFFICE INSTITUTION OPTIONS

Back Office Institution Options continues delving into the back end of the eroWORKS DNA banking system. This course looks behind the scenes at institution options that impact the front- end of the system. This course is ideal for users looking to enhance their understanding of DNA and to make customized changes to the eroWORKS DNA banking system.

Some of the things you will learn include:

- How do I create discount rates for employees?
- How do I manage the currencies displayed in the fund type dropdown in Transaction Express?
- How do I add a roles slide out on the right of Transaction Express?
- How do I print messages on receipts?
- How to create User Field Groups?
- How do I add a balance column on the quick search screen?
- How do I customize the wizards?

Format	Fee
Webinar	\$350.00

(BO304) MAINTAINING DNA ONLINE FORMS

Maintaining DNA Online Forms covers many of the common modifications, terminology and concepts needed to manage your online forms.

After attending, you will be able to:

- Add and position data fields on a form using the WMF mapper
- Recognize the difference between print, SQL and logo variables
- Add print variables to a form using the WMF Mapper
- Add free-text and static fields
- Add a drop down list field
- Link a SQL form to an online form
- Add SQL variables to a form using the WMF mapper
- Add SQL variables to a form from a multi-row SQL form
- Add a drop down list to a form using a SQL variable
- Use the Compare edit mask function to alter, reformat or modify text data returned from a print or SQL variable
- Export a changed form from a database (e.g. test)
- Import a changed form into a database (e.g. production)

Format	Fee
Webinar	\$350.00

(BO305) WORKING WITH RELATIONAL PRICING

This course provides hands-on practice with additional functionality and concepts of the product and pricing process in eroWORKS DNA. This course will answer the following questions:

- How do I create relational pricing packages?
- How do I create waivers, tiers and multiple condition pricing packages?
- How do I maintain existing relational pricing packages?
- How do I create new relational pricing packages?

Format	Fee
Webinar	\$350.00

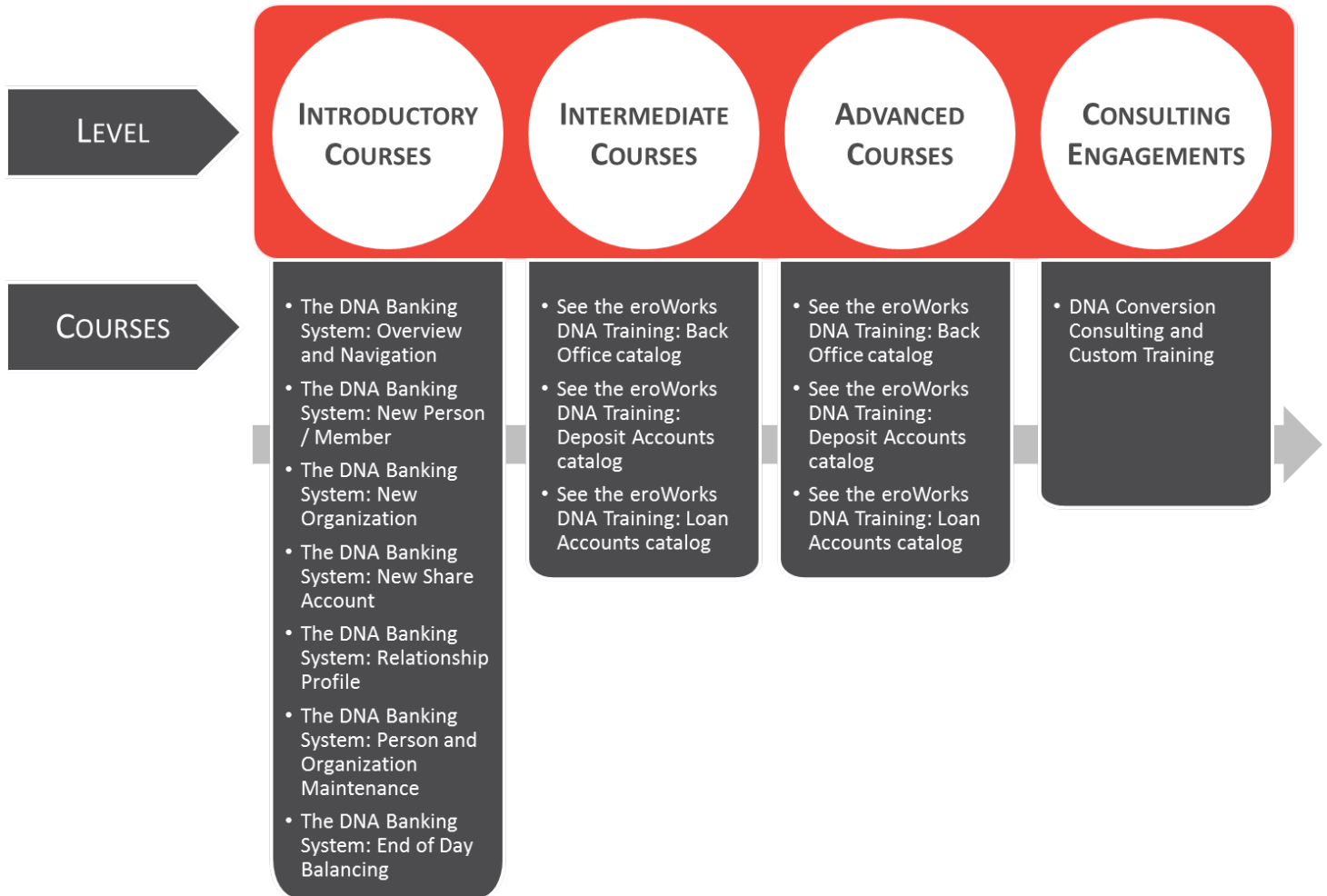
(BO306) EMPLOYEE AUTHORIZATIONS

This course provides participants with the concepts of how user access to eroWORKs DNA banking system is controlled through the use of authorizations.

- How do I create an authorization?
- How do maintain authorization items and permission settings existing authorization?
- How do I add transaction limits to an authorization?

Format	Fee
Webinar	\$350.00

EROWORKS DNA – INTRODUCING DNA LEARNING PATH



CATALOGUE: EROWORKS DNA TRAINING– INTRODUCING DNA

(DNA001) THE DNA BANKING SYSTEM: OVERVIEW AND NAVIGATION

Introduction to eroWORKS DNA is a self-directed learning program which includes a series of videos, animations, and interactive elements to lead participants through an introduction to eroWORKS DNA banking system. This course will answer the following questions:

- How does DNA group functionality into CORE modules?
- How is the screen laid out in eroWORKS DNA?
- How do I use the eroWORKS DNA slide outs and screen tabs?
- What are the various elements of the standard eroWORKS DNA screen layout?
- How do I navigate and enter data into the eroWORKS DNA work area?
- What is SAF and how does it apply to my use of eroWORKS DNA?

Format	Fee
Self-Learning Module	\$130.00 <i>or</i> Subscription Available

(DNA002) THE DNA BANKING SYSTEM: NEW PERSON/MEMBER

This module will demonstrate some of the finer points related to creating a new person/member in the DNA Banking System. Throughout this module, you will be asked to read content, watch videos, and interact with the simulations to gain a better understanding of the new person/member wizard. This course will answer the following questions:

- How do I search for an existing person?
- How is the new person/member wizard used to create a new person record?
- How is a new person/member validated?

Format	Fee
Self-Directed Learning	\$130.00 <i>or</i> Subscription Available

(DNA003) THE DNA BANKING SYSTEM: NEW ORGANIZATION

This module will demonstrate some of the finer points related to creating a new organization in the DNA Banking System. Throughout this module, you will be asked to read content, watch videos, and interact with the simulations to gain a better understanding of the new organization wizard. This course will answer the following questions:

- How is the new organization wizard launched?
- How do I search for an existing organization?
- How do I edit a new organization?
- How are funds deposited to an account?
- What is workflow?
- What does the validate slide out do?

Format	Fee
Self-Directed Learning	\$130. <i>or</i> Subscription Available

(DNA004) THE DNA BANKING SYSTEM: NEW SHARE ACCOUNT

This module will demonstrate some of the finer points related to creating a new share account in the DNA Banking System. Throughout this module, you will be asked to read content, watch videos, and interact with the simulations to gain a better understanding of what it takes to create a new share account. This course will answer the following questions:

- What is a share account?
- Why is a share account required?
- How do you launch the New Deposit Account Wizard?
- How do you complete each screen in the wizard?
- What do the finish options at the end of the wizard do?
- How do you deposit funds to a share account?

Format	Fee
Self-Learning Module	\$130.00 <i>or</i> Subscription Available

(DNA005) THE DNA BANKING SYSTEM: THE RELATIONSHIP PROFILE

This module will demonstrate some of the finer points related to the Relationship Profile in the eroWORKS DNA Banking System. Throughout this module, you will be asked to read content, watch videos, and interact with the simulations to gain a better understanding the Relationship Profile screen. This course will answer the following questions:

- How do I navigate the relationship profile screen?
- What are the left and right slide outs?
- What information is accessed through the navigation bars?
- Can columns be moved and sorted?
- How do I access the blue banner bar?
- How do I get additional deposit account information in the inquiry menu?
- How do I get additional loan account information in the inquiry menu?

Format	Fee
Self-Learning Module	\$130.00 <i>or</i> Subscription Available

(DNA006) THE DNA BANKING SYSTEM: PERSON / ORGANIZATION RECORD MAINTENANCE

This module will demonstrate some of the finer points related to maintaining person and organization records in the DNA Banking System. Throughout this module, you will be asked to read content, watch videos, and interact with the simulations to gain a better understanding of what it takes to modify a person or organization record. This course will answer the following questions:

- How do I modify an address?
- How do I update contact information?
- How do I add ID to the person record?
- How do I link a spouse?
- How do I modify an organization address?
- How do I update contact information for an organization?
- How do I add a person to a role on an organization?

Format	Fee
Self-Learning Module	\$130. <i>or</i> Subscription Available

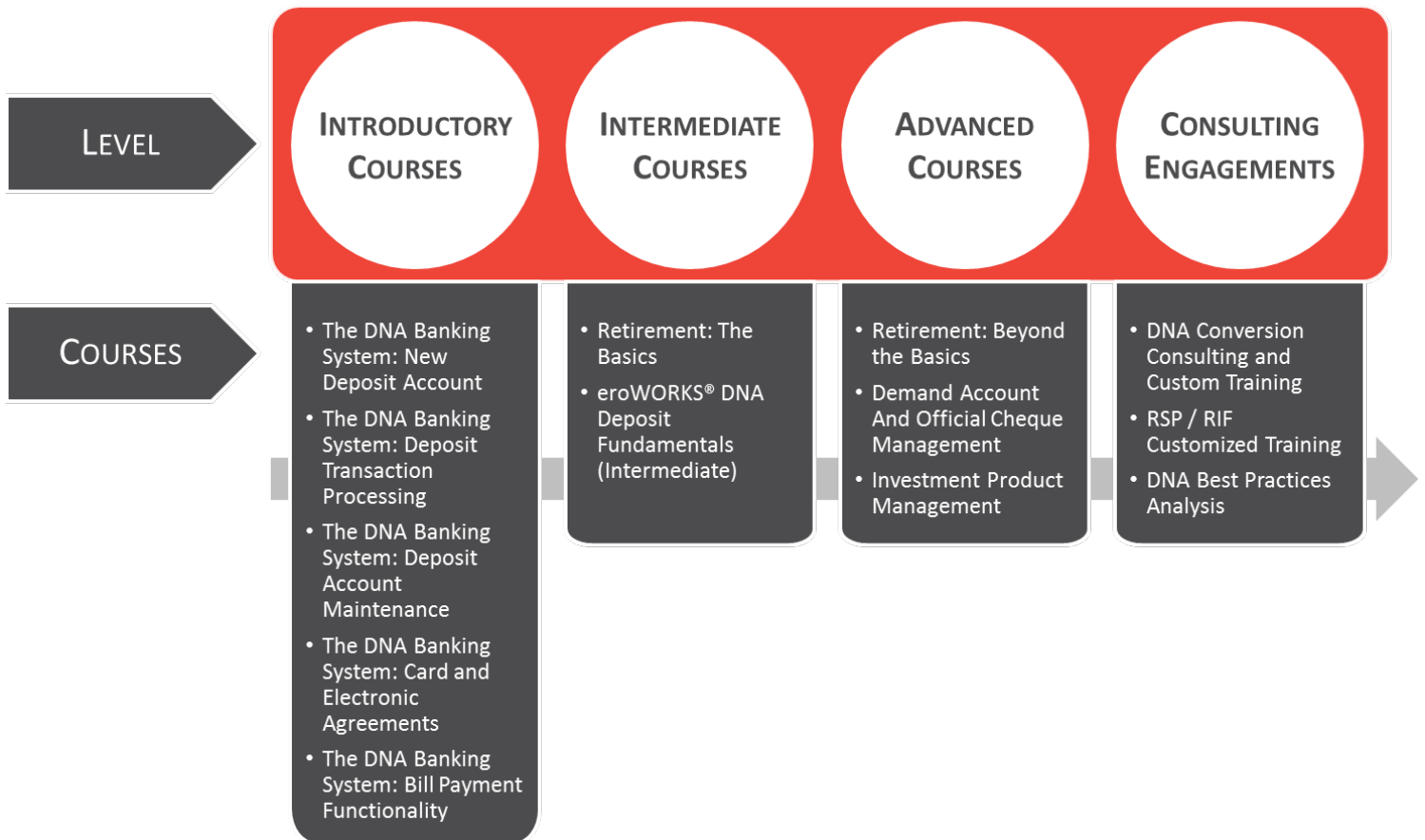
(DNA007) THE DNA BANKING SYSTEM: END OF DAY BALANCING

This module will demonstrate some of the finer points related to end of day balancing for both cash tellers and non-cash tellers. Throughout this module, you will be asked to read content, watch videos, and interact with the simulations to gain a better understanding of teller balancing. This course will answer the following questions:

- What is the balancing wizard used for, and where is it located?
- How do I complete each screen in the wizard?
- Where are the DNA teller menu functions located?
- How do I complete each screen required to balance if I am a non-cash teller?

Format	Fee
Self-Learning Module	\$130.00 <i>or</i> Subscription Available

EROWORKS DNA – DEPOSIT ACCOUNTS LEARNING PATH



CATALOGUE: EROWORKS DNA TRAINING – DEPOSIT ACCOUNTS

(DEP001) THE DNA BANKING SYSTEM: NEW DEPOSIT ACCOUNT

This module will demonstrate some of the finer points related to creating a new deposit account in the DNA Banking System. Throughout this module, you will be asked to read content, watch videos, and interact with the simulations to gain a better understanding of the new deposit account wizard. This course will answer the following questions:

- How is the new deposit account wizard launched?
- How is each wizard screen completed?
- What do the finish options at the end of the wizard do?
- How are funds deposited to an account?
- What is a fund type?

Format	Fee
Self-Directed Learning	\$130. <i>or</i> Subscription Available

(DEP002) THE DNA BANKING SYSTEM: DEPOSIT TRANSACTION PROCESSING

This module will demonstrate some of the finer points related to deposit product transactions in the eroWORKS DNA Banking System. Throughout this module, you will be asked to read content, watch videos, and interact with the simulations to gain a better understanding of transaction processing. This course will answer the following questions:

- What are standard deposit and withdrawal transactions processed?
- When is an error correct performed?
- What is a transaction reversal?
- What are the two types of GL transactions?
- How is a GL transaction processed?

Format	Fee
Self-Learning Module	\$130.00 <i>or</i> Subscription Available

(DEP003) THE DNA BANKING SYSTEM: DEPOSIT ACCOUNT MAINTENANCE

This module will demonstrate some of the finer points related to maintaining deposit accounts in the DNA Banking System. Throughout this module, you will be asked to read content, watch videos, and interact with the simulations to gain a better understanding of the deposit account maintenance screen. This course will answer the following questions:

- What inquiries can be done from the deposit account maintenance screen?
- Where is the deposit account maintenance screen located?
- What are roles, and how are they created and maintained from within an account?
- How do I create a check order, and how are they processed?
- What transactions can be processed?
- What functions are available in the maintenance menu?
- How are statements combined?
- What is a draw account?
- How do I place a hold on an account?
- How do minor changes work?
- Where do I find notes?
- How do I set up a preauthorized transaction?
- What types of restrictions are available?
- How do I create a stop payment?

Format	Fee
Self-Learning Module	\$130. <i>or</i> Subscription Available

(DEP004) THE DNA BANKING SYSTEM: CARD AND ELECTRONIC AGREEMENTS

This module will demonstrate some of the finer points related to issuing cards and electronic agreements, also known as e-agreements, in the DNA Banking System. Throughout this module, you will be asked to read content, watch videos, and interact with the simulations to gain a better understanding of card and e-agreements. This course will answer the following questions:

- How do I navigate to the Card Agreement?
- How do I find an e-Agreement?
- What is the difference between a card agreement and an e-agreement?
- What is a starter card?
- What is Quick Issue used for?
- How do I issue a card for a person or organization that is not in the branch?
- What accounts can the member access with online banking?
- How does an organization own an e-agreement?

Format	Fee
Self-Directed Learning	\$130.00 <i>or</i> Subscription Available

(DEP005) THE DNA BANKING SYSTEM: BILL PAYMENT FUNCTIONALITY

This module will demonstrate some of the finer points related to maintaining and processing bill payments in the DNA Banking System. Throughout this module, you will be asked to read content, watch videos, and interact with the simulations to gain a better understanding of bill payments. This course will answer the following questions:

- What are the key concepts, and how do I navigate bill payments in DNA?
- How is payee maintenance performed?
- How is a bill payment processed?
- Can a non-member bill payment be processed?
- How are future dated and one time bill payments scheduled
- When do I process an error correct or bill payment reversal?
- How do I view Bill Payment history?

Format	Fee
Self-Directed Learning	\$130.00 <i>or</i> Subscription Available

(DEP102) RETIREMENT: THE BASICS

This course demonstrates some of the finer points related to how registered products function in eroWORKS DNA, including how to maintain various types of plans and accounts, and how to converse with members regarding their registered products. This course will answer the following questions:

- How are retirement plans created?
- How do I create a monthly pre-authorized transaction for RSP?
- What are some common mistakes, and how can they be corrected?
- What type of information does the Retirement Detail screen provide?
- How do I perform an extra withholding tax on a withdrawal?
- How are MADs, pre-authorized transactions, and draws created?
- What are the three payment methods for RIF payments?
- How do I process a manual MAD payment?
- How do I process a transfer-in-kind?

Format	Fee
Webinar	\$350.00

(DEP201) EROWORKS DNA DEPOSIT FUNDAMENTALS (INTERMEDIATE)

This course demonstrates some of the finer points related to analyzing and understanding issues at the deposit account level. This course will answer the following questions:

- What is the difference between a minor change and a renewal?
- How do I create, process, and maintain term deposit accounts?
- What are some inquiries that I can perform?
- How do I perform monetary postings including deposit and withdrawal reversals, foreign transactions, interest adjustments and service charge postings and reversals?
- How do I use the Additional and Maintenance menu options that are found on the Deposit Account Maintenance screen?

Format	Fee
Webinar	\$350.00

(DEP202) RETIREMENT: BEYOND THE BASICS

This course provides participants with a detailed understanding of how registered products function in the eroWORKS DNA banking system and how to analyze and resolve issues. Participants are provided with tips and tricks, selected business processes related to CRA filing, and will participate in discussions around year-end reporting. This course will answer the following questions:

- How do I adjust, modify, and post withdrawals and withholding tax on RSP and RIF?
- How do I reverse contributions, withdrawals and withholding tax for current and prior year?
- How do I correct an incorrect posted Retirement category?
- How does closeout affect reporting.
- How do I create different MAD scenarios?
- How do I print, reprint or amend contribution receipts?
- How do I identify what GL accounts are linked to registered products?
- How do I transfer ownership from a deceased owner to the designated spouse successor annuitant, a non-spouse, and spouse designated in will?
- How do I identify withholding tax issues when performing a closeout withdrawal for a TFSA?
- How do I access reporting and information for yearend in eroDOCS?
- What are the steps needed for year-end balancing?

Format	Fee
Webinar	\$350.00

(DEP203) DEMAND ACCOUNT AND OFFICIAL CHEQUE MANAGEMENT

Demand Account and Official Cheque Management provides participants with a detailed look at creating and maintaining demand account products and rate schedules.

Some of the things that you will learn include how to:

- Create and modify rate schedules
- Create and modify demand products
- Create and modify official cheque products

Format	Fee
Webinar	\$350.00

(DEP205) INVESTMENT PRODUCT MANAGEMENT

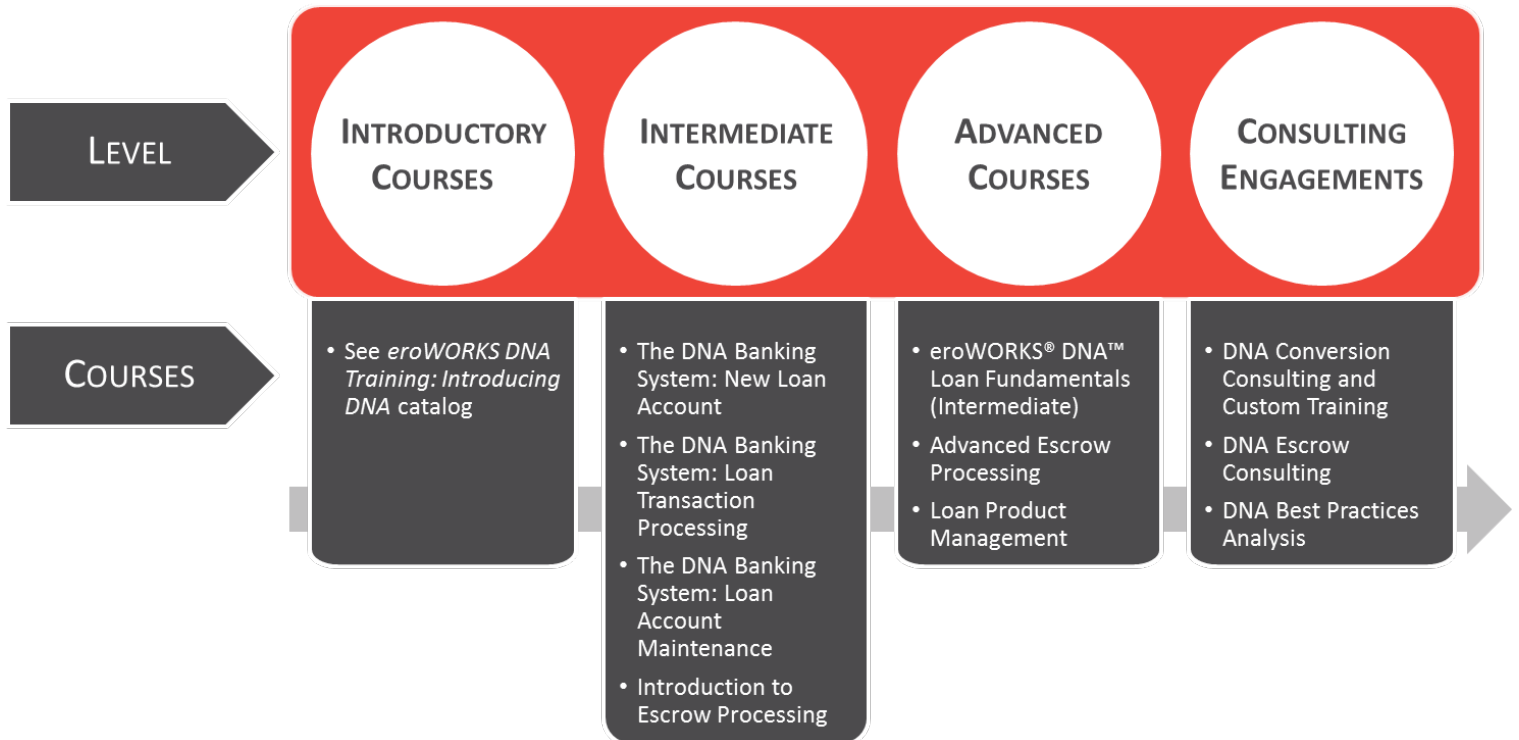
Investment Product Management provides participants with a detailed look at creating and maintaining investment products and rate schedules.

Some of the things that you will learn include how to:

- Create and modify rate schedules
- Create and modify term deposit products (non-registered and registered)
- Create and modify investment savings products (RSP/RIF Variable or TFSA Variable savings accounts)
- Create and modify a retirement plan (RSP, RIF, LIRA and LIF)

Format	Fee
Webinar	\$350.00

EROWORKS DNA – LOAN ACCOUNTS LEARNING PATH



CATALOGUE: EROWORKS DNA TRAINING: LOAN ACCOUNTS

(LN001) THE DNA BANKING SYSTEM: NEW LOAN ACCOUNT

This module will demonstrate some of the finer points related to creating a new loan in the DNA Banking System. Throughout this module, you will be asked to read content, watch videos, and interact with the simulations to gain a better understanding of what it takes to create a new loan account. This course will answer the following questions:

- How is the new loan account wizard launched?
- How is each wizard screen completed?
- What do the finish options at the end of the wizard do?
- How is a loan disbursed?

Format	Fee
Self-Learning Module	\$130.00 <i>or</i> Subscription Available

(LN002) THE DNA BANKING SYSTEM: LOAN TRANSACTION PROCESSING

This module will demonstrate some of the finer points related to loan product transactions in the eroWORKS DNA Banking System. Throughout this module, you will be asked to read content, watch videos, and interact with the simulations to gain a better understanding of transaction processing. This course will answer the following questions:

- What is the transaction express screen?
- Where do I find other monetary transaction functions?
- How do you launch the New Loan Disbursement screen?
- How do you post a principal disbursement?
- What is the difference between a regular payment and a principal receipt payment?
- What transaction is used to post excess and prepayments?
- How to post a payment reversal?
- How to inquire on a future-dated payoff amount on a loan account?

Format	Fee
Self-Learning Module	\$130.00 <i>or</i> Subscription Available

(LN003) THE DNA BANKING SYSTEM: LOAN ACCOUNT MAINTENANCE

This module will demonstrate some of the finer points related to maintaining lending accounts in the eroWORKS DNA Banking System. Throughout this module, you will be asked to read content, watch videos, and interact with the simulations to gain a better understanding of what it takes to modify a loan account. This course will answer the following questions:

- Where do I perform loan maintenance?
- How do I change a loan payment amount, due date, or frequency?
- Where is existing collateral viewed?
- How do I add collateral to an existing loan?
- Can existing collateral be changed or deleted?
- How do I create and edit a preauthorized transaction?
- How do I create a one-time preauthorized transaction?

Format	Fee
Self-Learning Module	\$130.00 <i>or</i> Subscription Available

(LN201) EROWORKS DNA LOAN FUNDAMENTALS (INTERMEDIATE)

This course demonstrates some of the finer points related to processing maintenance and monetary functions on loan accounts. This course will answer the following questions:

- How do I process a payment date change?
- How do I process a rate change?
- How do I process a minor change?
- How do I process a renewal?
- How do I process a payment reversal?
- How do I process a skip or extend a payment?
- How do I process interest accrual adjustments?
- How do I process nonaccrual and charge offs?

Format	Fee
Webinar	\$350.00

(LN202) INTRODUCTION TO ESCROW PROCESSING

This course demonstrates some of the finer points related to escrow processing, including collecting and remitting funds for municipal property taxes. This course will answer the following questions:

- How are tax receivers created and maintained?
- How are property tax records created and maintained?
- How is the initial escrow analysis processed?
- What is the process to remit collected funds to a tax receiver?
- How do I inquire and maintain an escrow sub account?
- How are various escrow monetary functions applied?
- What is the importance of the escrow reports, and how are they linked to the annual escrow analysis?

Format	Fee
Webinar	\$500.00

(LN203) ADVANCED ESCROW PROCESSING

This course provides instruction on completing complex tax receivers, posting a complex escrow group disbursement and troubleshooting a variety of escrow maintenance functions on all loan accounts. This course will answer the following questions:

- How is an advanced tax receiver created?
- How is an advanced property tax record created?
- What is the importance of the initial escrow analysis to the escrow process?
- How are collected funds remitted to an advanced tax receiver?
- What are some ways to troubleshoot escrow sub accounts?
- How do I apply escrow monetary functions?
- What is the available escrow reporting and how is it used?

Format	Fee
Webinar	\$500.00

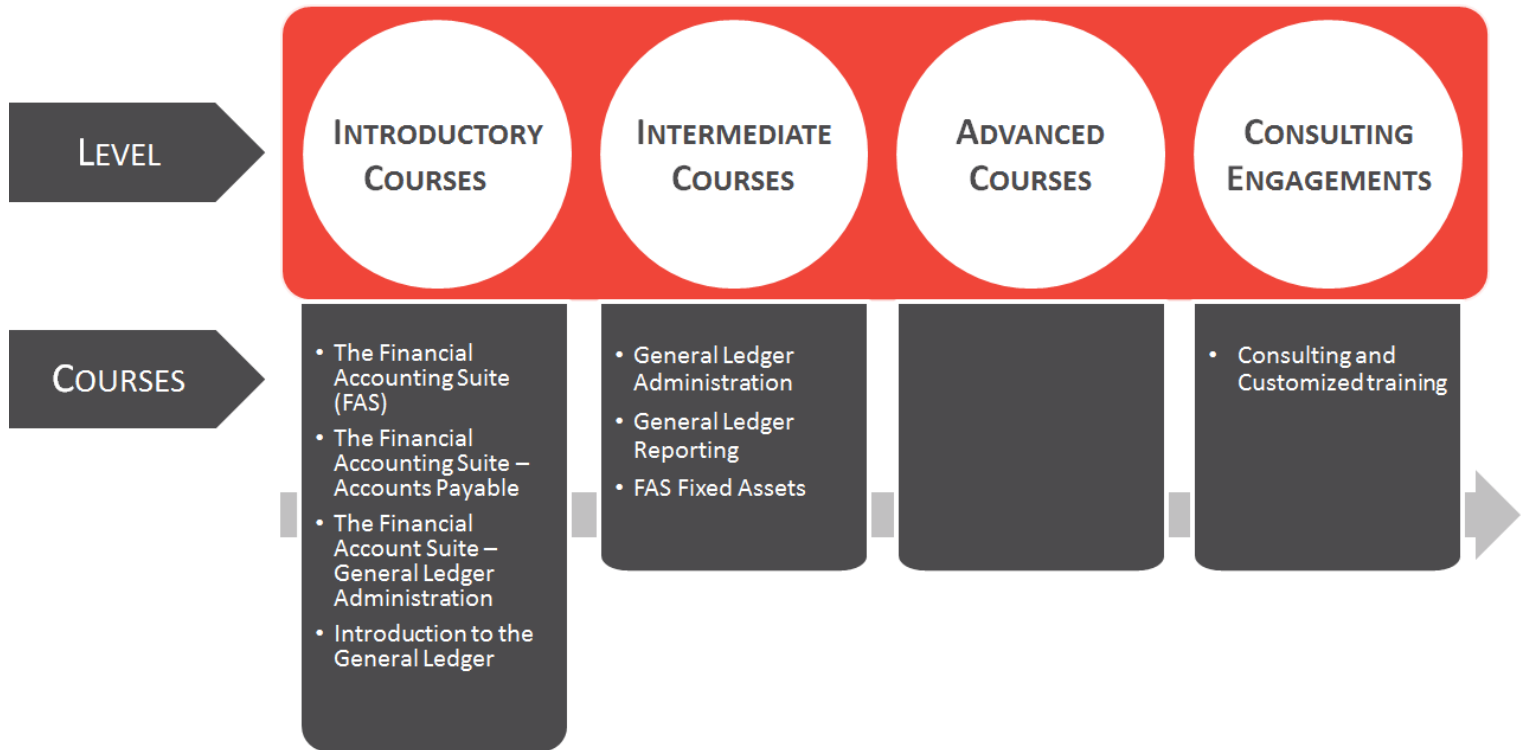
(LN204) LOAN PRODUCT MANAGEMENT

Loan Product Management Loan Product Management provides participants with a detailed look at creating and maintaining loan products and rate schedules. Some of the things that you will learn include:

- Creating and modifying rate schedules.
- Creating a new consumer loan by copying existing default products.
- Creating a new mortgage by copying existing default products.
- Creating a new consumer line of credit by copying existing default products.
- Creating a new home equity line of credit by copying existing default products.
- Creating a new commercial letter of credit by copying existing default products.
- Copying an existing default product with new rate schedule
- Copy an existing default product with e-statement only

Format	Fee
Webinar	\$500.00

FINANCIAL ACCOUNTING SUITE LEARNING PATH



CATALOGUE: FINANCIAL ACCOUNTING SUITE TRAINING

(FAS001) THE FINANCIAL ACCOUNTING SUITE (FAS)

Throughout this self-learning module, you will learn some of the essential skills you need to know to successfully create and post general ledger transactions. You will learn to:

- Log in, log out and navigate through the FAS system.
- View, create and manage transactions and transaction batches.
- View, create and manage recurring transaction batches and scheduled transactions.
- Post batches of transaction to your general ledger accounts.
- Locate general ledger account balances and view transaction history.

Format	Fee
Self-Learning Module	\$130.00 <i>or</i> Subscription Available

(FAS002) THE FINANCIAL ACCOUNT SUITE (FAS) - GENERAL LEDGER ADMINISTRATION

Throughout this self-learning module, you will learn some of the essential skills you need to know to successfully set up and manage your general ledger. You will learn to:

- Change your password.
- View, edit and manage other user's FAS profiles.
- Create new FAS user profiles.
- Add a hold to general ledger accounts.
- Add and delete general ledger accounts.
- Recognize, create and manage fund, source and recon types.
- Recognize, create and manage journal entry description codes.
- Post a closed batch.
- Recognize the reports that are generated during the GL update.
- Reverse a previously posted batch.

Format	Fee
Self-Learning Module	\$130.00 <i>or</i> Subscription Available

(FAS003) THE FINANCIAL ACCOUNTING SUITE (FAS) - ACCOUNTS PAYABLE

Throughout this self-learning module, you will learn some of the essential skills you need to know to successfully create and post accounts payable transactions. You will learn to:

- Create and maintain accounts payable vendors.
- Create, maintain and pay invoices.
- Create accounts payable journal entries and reconciliation files.
- Generate accounts payable reporting.

Format	Fee
Self-Learning Module	\$130.00 <i>or</i> Subscription Available

(FAS100) INTRODUCTION TO THE GENERAL LEDGER

This course will demonstrate some of the finer points related to using the Financial Accounting Suite. This course will answer the following questions:

- How do I navigate the FAS screens and modules?
- How do I review and manage the chart of accounts?
- How are journal entry batches created?
- How do I create and use recurring batch templates?
- How are journal entry transactions imported?
- How do I create a scheduled journal entry?
- How do I post journal entry transactions?

Format	Fee
Webinar	\$350.00

(FAS110) GENERAL LEDGER ADMINISTRATION

General Ledger Administration provides participants with an overview of the GL Setup module and focuses on administrative tasks in FAS. This course will answer the following questions:

- How do I create and maintain users in FAS?
- How do I view and adjust user group permissions?
- How do I force users out of FAS and remove additional FAS sessions?
- How do I manage the funds type, source type, and recon type fields available in the Journal Entry Batches window?
- How do I manage the journal entry description codes table?
- How do I add a new GL Account in FAS?
- How do I place a hold on a general ledger account?
- How do I process a general ledger update to post closed transaction batches?
- How do I advance the general ledger processing date?
- How do I view the FAS budget and make manual adjustments and import a budget spreadsheet?

Format	Fee
Webinar	\$350.00

(FAS120) GENERAL LEDGER REPORTING

This course will demonstrate some of the finer points related to developing general ledger reports using a variety of reporting tools available in the Financial Accounting Suite (FAS). This course will answer the following questions:

- When do I use each of the FAS general ledger report tools?
- How do I use the general ledger report tools to create reports?
- How do I locate, view, and use the FAS audit/management reports?
- What are the ways that reports can be printed?
- Can reports be scheduled to produce automatically on a set frequency?

Format	Fee
Webinar	\$350.00

(FAS206) FAS FIXED ASSETS

This course will demonstrate some of the finer points related to the Fixed Assets modules of the Financial Accounting Suite (FAS). This course will answer the following questions:

- How are assets set up and maintained?
- How is asset depreciation run?
- Can assets be retired and purged?
- How are fixed asset reports produced?

Format	Fee
Webinar	\$350.00

CATALOGUE: INTERNET BANKING AND CONTENT MANAGEMENT TRAINING

(MDI100) INTRODUCTION TO TEAMSITE CONTENT MANAGEMENT

This course will demonstrate some of the finer points related to maintaining website content using TeamSite Content Centre. Learn the basic concepts and processes required to work with the standard Integrated website.

This course will answer the following questions:

- How do I navigate the Integrated website?
- What content can I change?
- What is the relationship between the TeamSite, Preview and Production Websites?
- How is content on the website managed?
- How are changes submitted to the Preview and Production Websites?
- How do I import and work with images and documents?

Format	Fee
Webinar	\$700.00

CATALOGUE: SECURITY AWARENESS TRAINING

(SA001) SECURITY AWARENESS TRAINING

Attacks on information infrastructure and your identity pose a very real and serious threat. This training module will explain what those threats are, how they work, and what you can do to prevent them. You will learn to:

- Recognize, respond to and prevent information security incidents.
- The basics of information security.
- The importance of security to your organization.
- How you can help keep our network and information safe and secure.
- Identifying and responding to common security threats.
- Complying with security policy, regulatory requirements, and industry best practices.

Format	Fee
Self-Learning Module	\$35.00

(SA002) SECURITY AWARENESS ASSESSMENT

After completing (SA001) Celero Security Awareness Training it is recommended that you challenge your learning by completing the Celero Security Awareness Assessment. This short knowledge assessment will confirm your understanding of the concepts presented in (SA001) Celero Security Awareness Training.

Format	Fee
Self-Learning Module	\$0.00 (included with above)

CONTACT US

For more information, email us at training@celero.ca.