

## Book a Finance Training Course

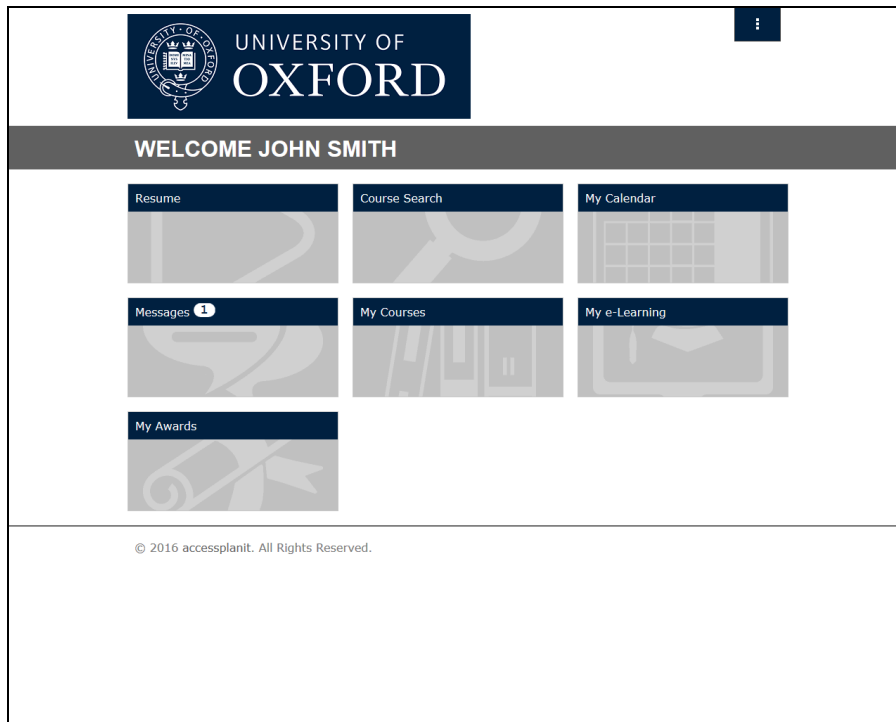
This topic will show you the steps required to search for and book a place on a classroom course or to enrol onto and complete an online course.

Click on the **<Do It!>** to see the process or **<Print It!>** button to get a printable copy of it.

**You should note that, if you print a copy for reference purposes, and the process is subsequently changed, you will not be notified that your copy is out of date. It will be your responsibility to ensure that any printed copy is still current.**

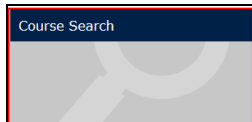
Click the link to the **CoSy** from the FSSC web page

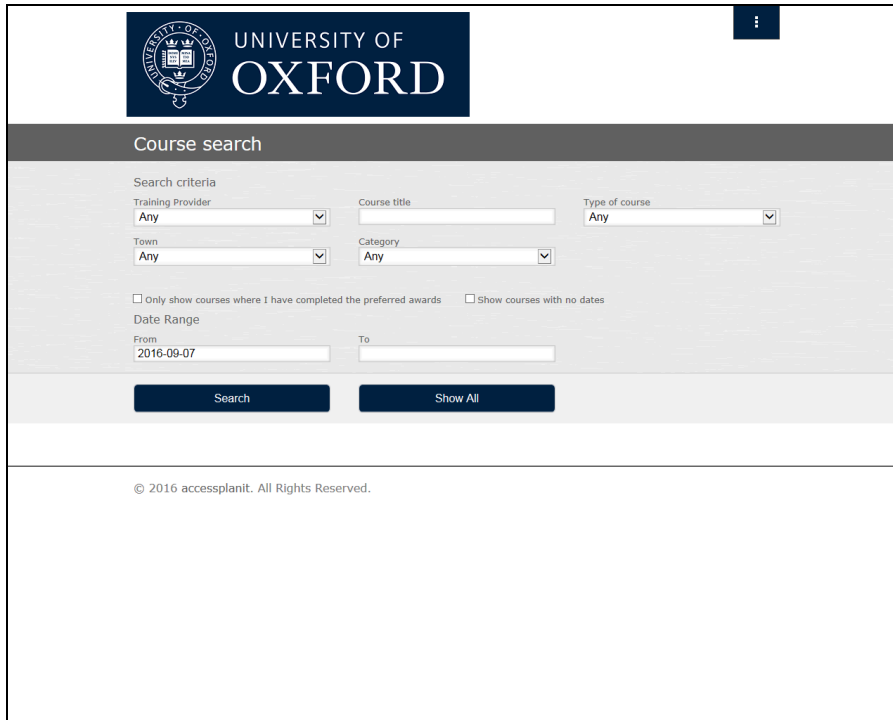
<http://www.admin.ox.ac.uk/finance/support/>. (<http://www.admin.ox.ac.uk/finance/support/>)

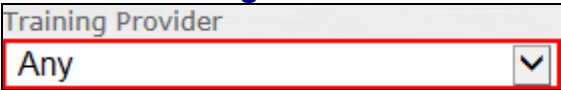





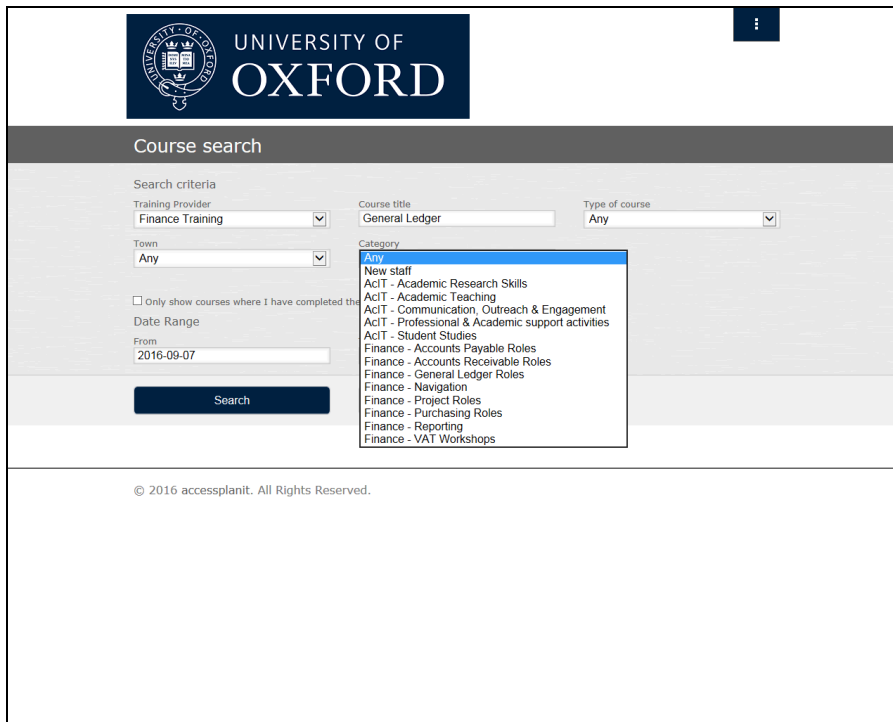
Step	Action
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1. Click the **Course Search** tile.





Step	Action
2.	<p>Apart from the Finance Division other Oxford University departments use this system.</p> <p>To reduce the number of courses returned select <b>Finance Training</b> from the Training Provider list.</p> <p>Click the <b>Training Provider</b> list.</p> 
3.	<p>Click the <b>Finance Training</b> list item.</p> 
4.	<p>Click in the <b>Course title</b> field.</p> 
5.	<p>If you know the name of the course, or at least one of the words in the course title, enter it into the <b>Course Title</b> field.</p>
6.	<p>Click the <b>Category</b> list.</p> 



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Course search

Search criteria

Training Provider: Finance Training

Course title: General Ledger

Type of course: Any

Town: Any

Category:

- Any
- New staff
- AcIT - Academic Research Skills
- AcIT - Academic Teaching
- AcIT - Communication, Outreach & Engagement
- AcIT - Professional & Academic support activities
- AcIT - Student Studies
- Finance - Accounts Payable Roles
- Finance - Accounts Receivable Roles
- Finance - General Ledger Roles
- Finance - Navigation
- Finance - Project Roles
- Finance - Purchasing Roles
- Finance - Reporting
- Finance - VAT Workshops

Only show courses where I have completed the course

Date Range

From: 2016-09-07

Search

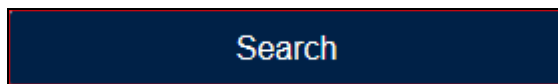
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Step	Action
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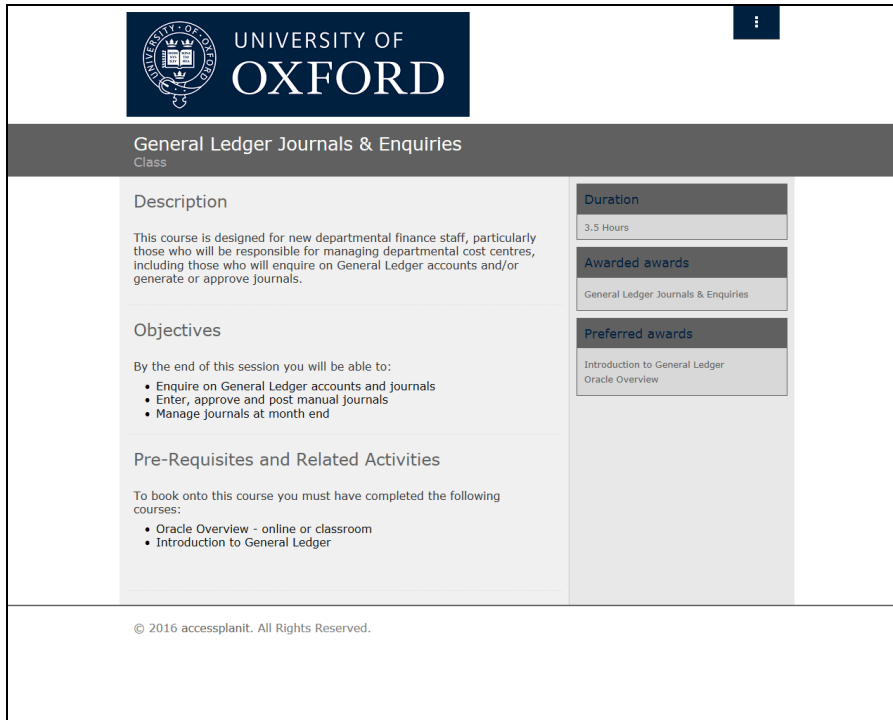
- |    |   |
|----|---|
| 7. | Courses are grouped together in categories. |
|----|---|

All training courses that are relevant for access to Oracle Financials are in categories that start with '**Finance**'.

- |     |   |
|-----|---|
| 8.  | Select the category that is most closely related to the role required in Oracle Financials.                             |
| 9.  | Be aware that clicking the <b>Show All</b> button will return a list of all courses regardless of any criteria entered. |
| 10. | Click the <b>Search</b> button.   |



- |     |  |
|-----|--|
| 11. | If you are unsure whether or not this course is the appropriate one for you then click on the course name for further details. |
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The screenshot shows a course page for 'General Ledger Journals & Enquiries'. The page includes a header with the University of Oxford logo and name. Below the header, the course title 'General Ledger Journals & Enquiries' is displayed. The main content area is divided into several sections: 'Description', 'Objectives', 'Pre-Requisites and Related Activities', 'Duration', 'Awarded awards', and 'Preferred awards'. The 'Description' section states that the course is designed for new departmental finance staff. The 'Objectives' section lists three goals: enquire on General Ledger accounts and journals, enter, approve and post manual journals, and manage journals at month end. The 'Pre-Requisites and Related Activities' section lists two required courses: Oracle Overview - online or classroom and Introduction to General Ledger. The 'Duration' section indicates 3.5 hours. The 'Awarded awards' section lists 'General Ledger Journals & Enquiries'. The 'Preferred awards' section lists 'Introduction to General Ledger' and 'Oracle Overview'. A footer note reads '© 2016 accessplanit. All Rights Reserved.'

Step	Action
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12. The **Description** indicates who the course is aimed at.

The **Objectives** list the goals of the course.

The **Pre-Requisites** show which courses must already have been completed before you can begin/attend this course.

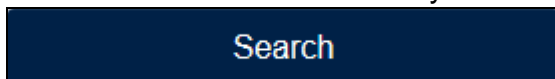
13. To return to the search click the **Menu Selector** button.

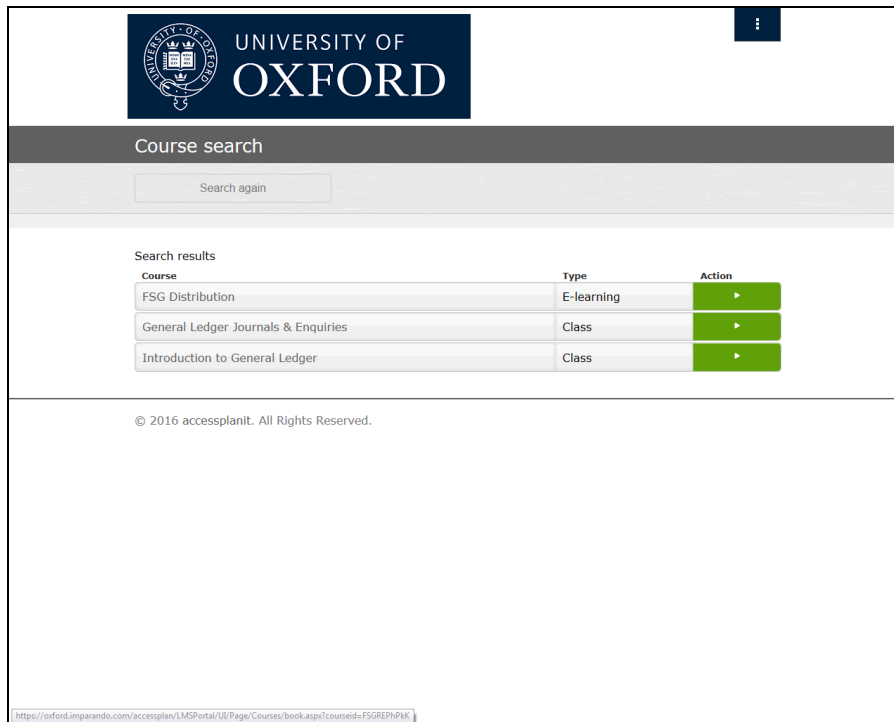


14. Click the **Course search** link.



15. Amend the criteria if necessary and click the **Search** button again.





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Course search

Search again


Search results


Course	Type	Action
FSG Distribution	E-learning	▶
General Ledger Journals & Enquiries	Class	▶
Introduction to General Ledger	Class	▶

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<https://oxford.imparando.com/accessplan/LMSPortal/UI/Page/Courses/book.aspx?courseid-FSGRPHPK>

Step	Action
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- |     |   |
|-----|---|
| 16. | The <b>Type</b> will indicate whether the course is to be held in the classroom, or online.   |
| 17. | Click the <b>Action</b> button.<br>  |
| 18. | For classroom courses a list of dates and times are shown.  |
| 19. | For online courses the only option available is <b>Book</b> .   |
| 20. | If you have selected the <b>Action</b> button for the wrong course then either click the Action button for the correct course or click the <b>Search Again</b> button to re-enter the criteria. |


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**Course search**

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Search results

Course	Type	Action
FSG Distribution	E-learning	▶
General Ledger Journals & Enquiries	Class	▼

Date	Venue	Status	Cost	Action
14/09/2016 09:30 - 13:00	13 Banbury Road, Ray Room	Available	(PC)	Book
27/09/2016 09:30 - 13:00	13 Banbury Road, Kennet Room	Available	(PC)	Book
14/10/2016 09:30 - 13:00	13 Banbury Road, Ock Room	Available	(PC)	Book
27/10/2016 09:30 - 13:00	13 Banbury Road, Ray Room	Available	(PC)	Book
08/11/2016 09:30 - 13:00	13 Banbury Road, Ray Room	Available	(PC)	Book
23/11/2016 09:30 - 13:00	13 Banbury Road, Kennet Room	Available	(PC)	Book
31/12/2025 23:30		Available	(PC)	Book

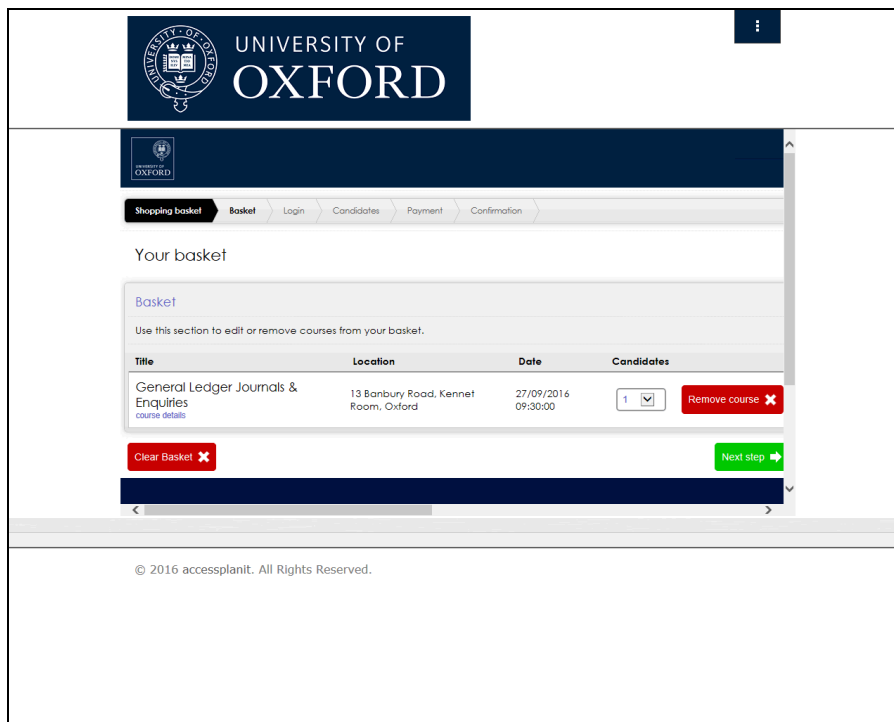
Introduction to General Ledger	Class	▶
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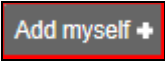

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Step	Action
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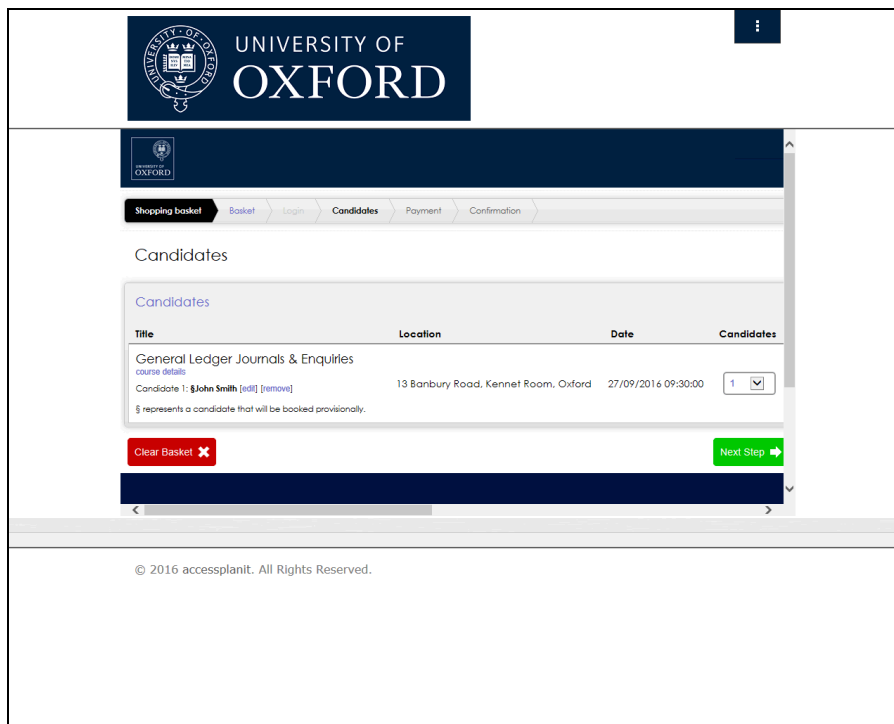
21. Click the **Book** button for the required course.





Step	Action
22.	Click the <b>Next step</b> button. 
23.	Click the <b>Add myself</b> button. 
24.	A message indicating that the booking will be made on a provisional basis only is shown if the pre-requisites have not yet been completed.  An email will be sent to you listing the pre-requisites.  As soon as the pre-requisites are completed then the booking will be updated to Booked and a confirmation email sent to you.
25.	Click the <b>OK</b> button. 





Step	Action
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26.	It is very important that the name of a candidate is shown on this page.
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Otherwise the system will not know who is attending the course and whether any pre-requisites have been completed or not.

27.	Click the <b>Next Step</b> button.
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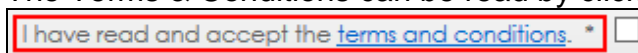
28.	Scroll down the page.
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29.	Please ignore the <b>Billing Details</b> area.
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All Finance Training courses are free of costs.

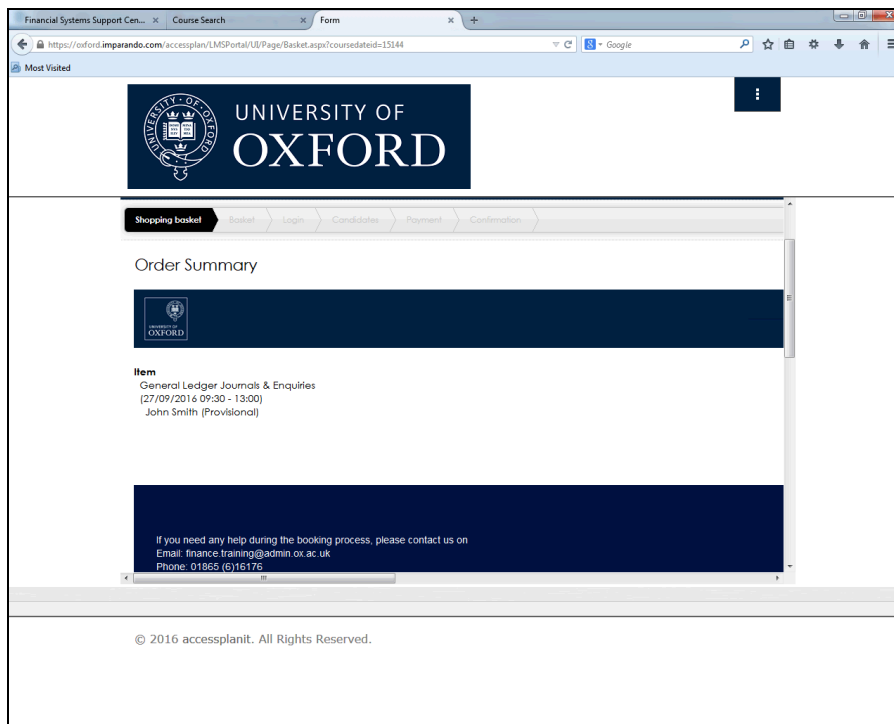
30.	Click to accept the Terms & Conditions.
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The Terms & Conditions can be read by clicking the link.



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Step	Action
31.	Click the <b>Complete</b> button. 

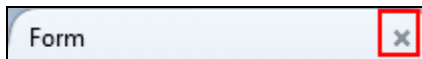


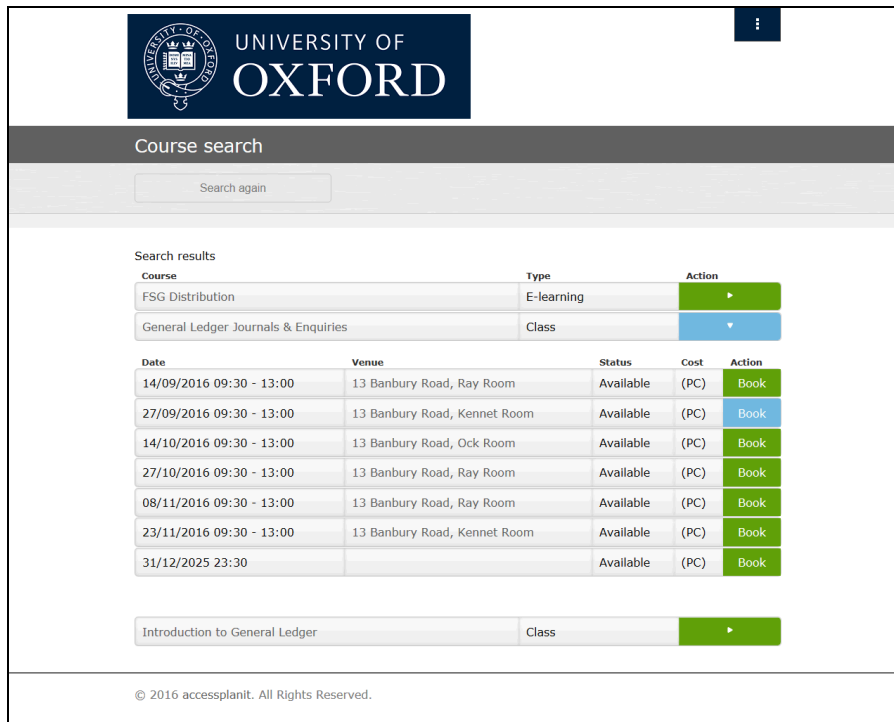
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Step	Action
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32. Click the **Close Tab** button as this form has opened in a separate tab.





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Course search

Search again

Search results

Course	Type	Action
FSG Distribution	E-learning	▶
General Ledger Journals & Enquiries	Class	▼

Date	Venue	Status	Cost	Action
14/09/2016 09:30 - 13:00	13 Banbury Road, Ray Room	Available	(PC)	Book
27/09/2016 09:30 - 13:00	13 Banbury Road, Kennet Room	Available	(PC)	Book
14/10/2016 09:30 - 13:00	13 Banbury Road, Ock Room	Available	(PC)	Book
27/10/2016 09:30 - 13:00	13 Banbury Road, Ray Room	Available	(PC)	Book
08/11/2016 09:30 - 13:00	13 Banbury Road, Ray Room	Available	(PC)	Book
23/11/2016 09:30 - 13:00	13 Banbury Road, Kennet Room	Available	(PC)	Book
31/12/2025 23:30		Available	(PC)	Book

Introduction to General Ledger    Class    ▶

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## Step    Action

33.    You are returned to the Search Courses page.

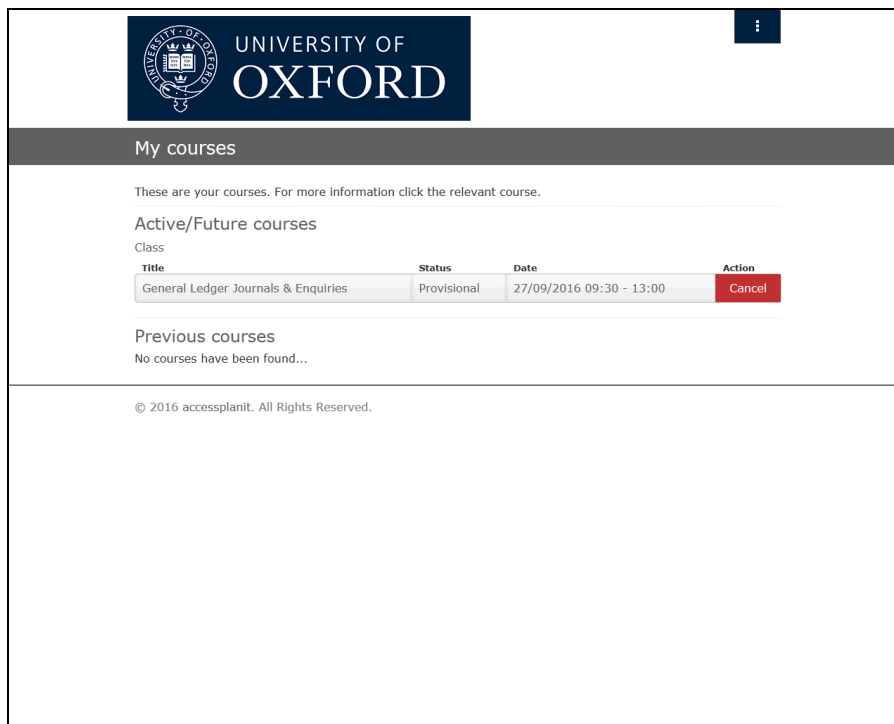
Continue to search for all of the required training, return to the Homepage or begin any online training that you have enrolled onto.

Click the **Menu Selector** button.



34.    To view the classroom courses that have been booked click the **My courses** link.





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My courses

These are your courses. For more information click the relevant course.

Active/Future courses

Class

Title	Status	Date	Action
General Ledger Journals & Enquiries	Provisional	27/09/2016 09:30 - 13:00	Cancel


Previous courses

No courses have been found...


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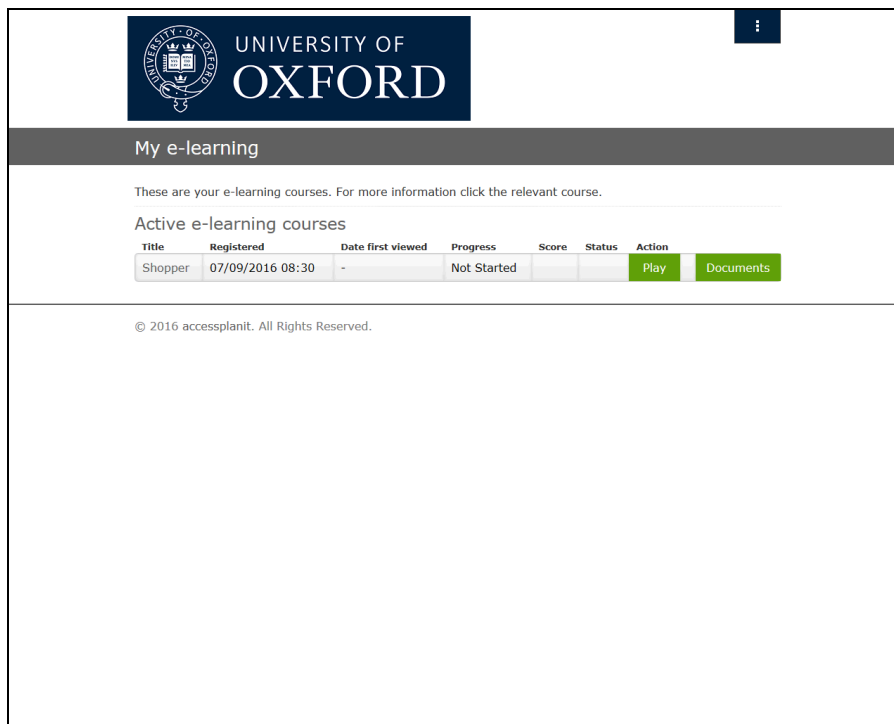
Step	Action
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35. If you have booked a course and can no longer attend or have selected the wrong course, click the **Cancel** button and follow the on-screen prompts.



36. To begin your online course select the **My e-learning** option from either the Menu Selector or the Homepage tile.





The screenshot shows the 'My e-learning' section of the University of Oxford website. It features a header with the university logo and name. Below the header, there is a section titled 'My e-learning' with a sub-header 'Active e-learning courses'. A table lists the courses, with one course titled 'Shopper' showing a 'Play' button. The table has columns for Title, Registered, Date first viewed, Progress, Score, Status, and Action. The 'Action' column for the 'Shopper' course contains a green 'Play' button and a 'Documents' link.

Title	Registered	Date first viewed	Progress	Score	Status	Action
Shopper	07/09/2016 08:30	-	Not Started			<a href="#">Play</a> <a href="#">Documents</a>

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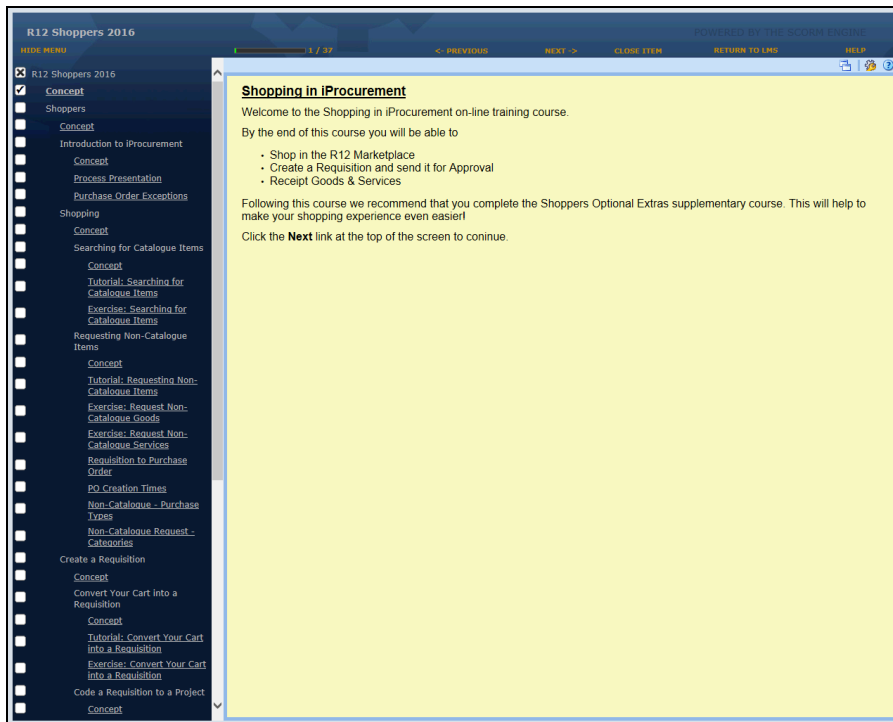
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Step	Action
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37. Click the **Play** link.





Step	Action
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38.	Work through each of the topics.
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You can complete the training at your own speed or leave it for later and return using the My elearning tile at a later date.

39.	Click the <b>RETURN TO LMS</b> link to leave the online training.
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40.	Topic complete.
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**End of Procedure.**