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## Training

<https://www.uoguelph.ca/finance/departments-services/procurement-and-payables/payments-reimbursements/expense-claim-system-ecs-info> [1] Financial Services provides training for many of the systems and services that we offer. We offer both online training modules and drop-in sessions.

### Budgeting

#### **Controller's Office**

##### [Financial Reporting System \(FRS\) Training Module](#) [2]

This training module provides guidance for the Financial Reporting System (FRS). FRS is an online record of the University of Guelph's financial accounts. The data for FRS comes from the University's Oracle accounting system, where all transactions are processed. The system is updated nightly from the University's accounting system and will reflect the previous day's information.

##### [ADI Journal Entry Training Module](#) [3]

This ADI training module, provides guidance for using the Journal Entry system.

#### **Investment Management**

#### **Procurement/Payables**

##### [Broader Public Sector \(BPS\) Procurement Directive](#) [4]

This training presentation explains the BPS directive with which the University of Guelph must comply when making purchases.

##### [iProcurement Training Module](#) [5]

This training module provides guidance for using Purchasing Services Electronic Purchase Order Requisition.

#### **Research Finance**

##### [Tri-Council Training Module](#) [6]

The Tri-Council training module is multimedia guide for managing your grant from NSERC, CIHR or SSHRC, to ensure that you and the University are using these funds appropriately and are in compliance with funding agency requirements.

##### [My Grants Tracker - Online Training Module](#) [7]



This training module provides information about the 'My Grants Tracker' feature in FRS. My Grants Tracker helps you manage your grants.

For further information please contact Eric Hinse  
[ehinse@uoguelph.ca](mailto:ehinse@uoguelph.ca) [8] or ext 52758

## Treasury Operations

### [Travel and Expense Claim \(ECS\) Tutorial](#) [1]

This training modules provides guidance for submitting expense and travel claims using the ECS system.

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**Source URL:** <https://www.uoguelph.ca/finance/departments-services/training/finance>

### Links

[1] <https://www.uoguelph.ca/finance/departments-services/procurement-and-payables/payments-reimbursements/expense-claim-system-ecs-info> [2] <http://www.uoguelph.ca/frstraining/> [3] <https://www.uoguelph.ca/finance/JournalEntryModule/index.html> [4] [https://www.uoguelph.ca/finance/sites/uoguelph.ca/finance/files/Training\\_BPS\\_Procurement\\_Directives\\_FSWeb\\_Apr04%2C2012\\_4.pdf](https://www.uoguelph.ca/finance/sites/uoguelph.ca/finance/files/Training_BPS_Procurement_Directives_FSWeb_Apr04%2C2012_4.pdf) [5] <https://www.uoguelph.ca/finance/MODULE> [6] <https://www.uoguelph.ca/finance/module/Tri-CouncilTrainingModule> [7] <http://www.uoguelph.ca/frstraining/frsmodules/grantstracker.htm> [8] <mailto:ehinse@uoguelph.ca>