



NORTHWESTERN
UNIVERSITY

NUPlans Advanced Topics

Learner's Guide

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NUPlans Advanced Topics

Course Level: Advanced

Intended Audience: Anyone with NUPlans Contributor access

Course Format

This course is online only, but access to learning is continuous and on demand. **You may start learning at any time** and review the learning materials at any time.

Enrollment and Completion

Register for FMS706 NUPlans Advanced Topics in FASIS Self-Service (also called eDev) at any time during the budget preparation season. Doing so signals an instructor and stakeholders that you are using the online learning.

Course Sessions

Course sessions exist to provide a timeframe for your learning. However, **you may begin sooner than your session start date**. Sessions start the first day of the month and end on the last day of the month.

Course Communications

You may pose questions to the instructor via the NUIT Administrative Systems Training e-mail address (admin-systems-training@northwestern.edu) or in FFRA Systems Open Labs. <http://ffra.northwestern.edu/training/openlabs.html>

Course Completion

The instructor marks all current registrants complete at the end of the month for that course session. You may go back and review the materials at any time you need a refresher.

System Requirements

If you are having technical issues with the delivery of online learning:

- Make sure that you are using only one network connection.
- Turn Wi-Fi off and try again from a terrestrial LAN connection.
- Adobe Connect recordings, you may need to install the latest version of Flash player.

Learning Sequence

Below is the recommended learning sequence with notes and special instructions, if any.

Presentations

#	Part	Medium	Length	Notes
1	Manipulate Views	Presentation	11 min.	What is versioning and what options for versioning does NUPlans give to you and your Area?
2	Using Data Spreading	Presentation	7 min.	Find out what every new user should know about NUPlans.
3	Using Sandboxes	Presentation	10 min.	Are you working with colleagues to create a budget together? How does NUPlans help your team collaborate?

Supplemental Materials

#	Title	Type	Notes
1	Hide/Show Columns	Job Aid	You may want to hide some of the columns to make budget entry easier.
2	Filter Rows	Job Aid	A filter allows you to select the rows you wish to display and hides the others.
3	Sort Columns	Job Aid	Underlined column headings may be used to sort the contents of the view.
4	Using Data Spreading	Job Aid	You can use data spreading to enter or edit numeric data using a predefined distribution method, called a data spread method.
5	Using Sandboxes	Job Aid	Sandboxes are an advanced option to create a personal variation of your budget for your own review.

End