



## FIN Training Resources (Agencies)

### Learning Materials for Cardinal Financials (FIN)

Cardinal Financials users have a number of resources available to them. Be sure to bookmark [www.cardinalproject.virginia.gov/learning](http://www.cardinalproject.virginia.gov/learning) for easy access to the materials listed below.

### Resources Available:

Support tools to help you through financial functions (e.g., processing fund transfers, entering vouchers, creating budgets, etc.), include:

- [Job Aids](#) – Detailed, step-by-step instructions to assist users in processing system transactions or completing various activities.
- [Web-Based Training](#) – Self-paced course that familiarize users with Cardinal FIN Reporting.
- [Course Materials](#) – PDF versions of Instructor-Led Training course presentations that provide an in-depth look FIN functions.
- [Additional Resources](#) – additional resources such as [forms](#), a [reports catalog](#) (a full list of reports and queries in Cardinal FIN by functional rea), and more are available.

### Training For FIN Users:

Cardinal Financials Instructor-Led Training (ILT) is offered and managed through Nest, a Cardinal Learning tool. For more information about upcoming Cardinal Financials ILTs please email the Nest team at [CardinalLearning@doa.virginia.gov](mailto:CardinalLearning@doa.virginia.gov).

**Before you start training:** Work with your agency to understand key details about how your agency uses FIN.

**Note:** Cardinal Training materials, especially Job Aids, are frequently updated (the revision date can be found in the lower left-hand corner of all Cardinal documents).