New Employee Introduction to PantherSoft Financials
What is PantherSoft?

PantherSoft is FIU’s Enterprise Resource Planning system whereby all of the major business processes between students, employees, vendors, and other entities are conducted. (Financials, Student Administration and HR\Payroll)
PantherSoft Financials and the FIU Employee

Depending on your Role with the university, you will be granted certain access to PantherSoft Financials

- **ALL Employees** - Automatically granted access to Employee Self-Service
  - Travel Authorizations
  - Expense Reimbursements (Travel and Non-Travel related)
  - Asset Control (to be implemented in near future)

- Employees tasked with the following Roles\Tasks:
  - Area Budget Manager (Approving Transactions)
  - Order Services and Commodities for Department
  - Reporting
  - Department Travel Liaison
  - T&E Cardholder
Requesting Access to PantherSoft Financials: Access Request Form (ARF)

By being an FIU employee you have basic access to PantherSoft Financials. However, the ARF will allow you to select additional security roles that you will need to perform your position duties.

• Navigate to [www.panthersoft.fiu.edu](http://www.panthersoft.fiu.edu)
• Click on the “Faculty and Staff Access Request”
• Click on “Security and/or Access Request Form”
Training Classes  http://finance.fiu.edu/controller/TrainingCalendars.html

Financials Fundamentals
• Basics of Panthersoft Financials

Travel and Expense
• Creating Travel Authorization
• Creating Cash Advance
• Creating Expense Report
• Workflow (All business processes)
• Brief Overview of T&E Policy
• Travel & Entertainment Card
• Departmental Travel Card

Procure to Pay (P2P)
• Creating and entering requisitions
• Entering Receipts
• Overview of P2P Business Process Flow
• Workflow
• Commodity Card

Financial Reporting
• Perform Variance Analysis
• Available Budget
• nVision Reports
• Overview of Business Processes

Credit Card Solutions
• Departmental Commodity Card
• Departmental Travel Card
• Credit Card Approval
Training Sign-up

To sign up for a specialized class in either Fundamentals, T&E, P2P, or Reporting:

1. Go to www.peopleware.net/2898

2. Select the ‘Controller’s Workshops’ link.

3. Select the link pertaining to the desired training.

4. Choose the class for the particular day that you want, and follow the on screen prompts.

For first time users the system will have you enter in your FIU Information (Panther ID, Name, FIU E-mail, and supervisor) to create an account. You can use your account to sign up for the selected class.
How to contact us:

Helpdesk:

305-348-7200 (8:30am – 5:00pm)

Email:

GLMAINT@FIU.EDU

Website:

http://finance.fiu.edu/controller/FinSysandSup.html

Questions?