

## AdventHealth Training Preview

### Finance Team Edition

### Welcome to AdventHealth!

This document serves as a preview of the Finance training you will receive during your first month at AdventHealth. We invite you to read and plan for coursework time, as prompt completion of courses will support your confidence in using new systems and new processes.

## Required Finance Training Courses

### How will I take my required courses?

During the week of July 1, 2025, you will receive an email with your assigned courses and the corresponding completion dates. Courses are found via the **My Learning** pane in the [AdventHealth Learning Network \(ALN\)](#). Courses can be retaken as needed!

### What are my required courses?

The courses listed below are tailored to the specific needs of finance professionals within our facilities and clinics to efficiently manage financial data, process transactions and generate essential reports. **You may have additional assigned courses to support your individual role or job.**



#### **Project and Asset Overview (0.5 hrs.)**

Learn key accounting processes for project and asset management, including capital process flow and Capital Expenditure Request (CER) form workflow and approvals.



#### **Finance and Accounting (6 hrs.)**

Explore core finance functions in The Hub like journal entries approvals, invoice research, and managing financial periods.



#### **Project Costing and Asset Management (2.5 hrs.)**

Understand project costing, navigate project costing ChartFields, and identify different project types for effective tracking.

For any **Org Readiness Support**, the [Organizational Readiness Resource Center](#) page contains several resources to guide you through tasks related to The Hub including Supply Chain, Finance, Human Resources, Time and Attendance and more.

## AdventHealth Service Delivery Model & Shared Services Finance Edition

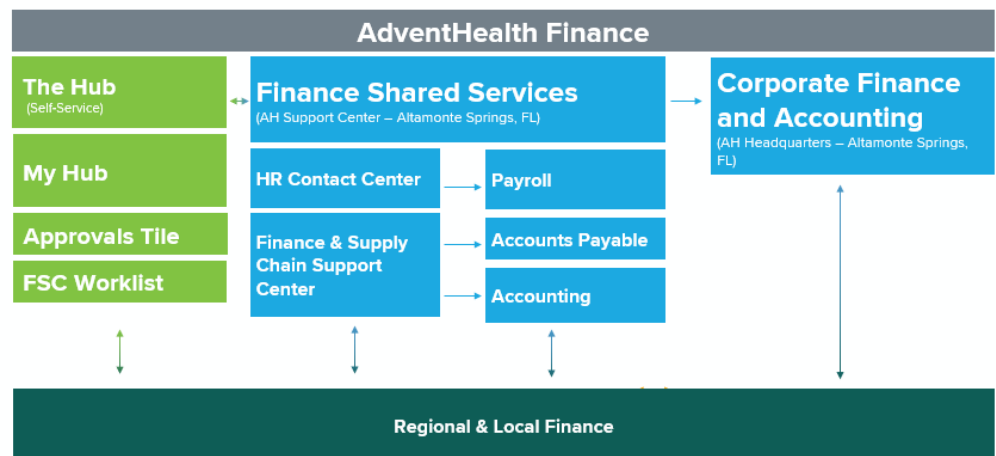
### Finance Service Delivery Model

The Finance Service Delivery Model is a structure that includes self service components to initiate requests for services to a shared services entity that will be responsible for routine and repeatable tasks, and subject matter experts at Corporate and within your facility.

### Common Quick Reference Guides

- [Accounts Payable](#)
- [General Ledger & Finance](#)
- [Project Costing & Asset Management](#)
- [Requisition Resources](#)
- [Reports Resources](#)
- [Payroll Monday QRG](#)

### Finance Service Delivery Model



For more policies, please reference [Org Readiness Document](#) library.

### Contacting Shared Services

If any assistance is needed, the HR AnswerLink via The Hub is where you can search through existing topics or [create a case through the HR AnswerLink](#) tile on The Hub. It's quick and easy! The **HR Shared Services Contact Center** can be reached by phone at **1-844-843-6363** and Subject Matter Experts will be available to assist you.

For Finance specific support, contact the **Finance and Supply Chain Contact Center** at **1-844-843-6363** and select **Option 2** for Finance and Supply Chain, then listen to the prompt and select the appropriate option.

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