

Training Curriculum Grid

Status	Course	Pre-requisite	Current Delivery Method	Proposed Delivery Method	Intended Audience
Current	Basic Accounting	N	Online	Online	Preparers & Approvers
	Basic Accounting II	Y (Basic Accounting)	Online	Online	Preparers & Approvers
	Chart of Accounts	Y (Basic Accounting)	F2F	Replace with overview	Preparers & Approvers/All interested parties
	Chart of Accounts Refresher	N	Online	Online	All interested parties
	Pcard Cardholder Training	N	Online	Online	Pcard holders
	Pcard Reconciliation	Y (Basic Acctg, Overview)	F2F	Online	Preparers
	Pcard Approvers	Y (Basic Acctg, Overview)	Online	Online	Approvers
	Completing Vendor Auth Form	N	Online	Online	Preparers
	Vendor Inquiry	N	Online	Online	Preparers, Approvers, others
	Create Requisitions	Y (Basic Acctg, Overview, Vendor Inquiry)	F2F	Online	Preparers
	Manage Requisitions	N	Online	Online	Preparers
	Requisition Approvals	Y (Basic Acctg, Overview)	Online	Online	Approvers
	Receiving Purchases	N	Online	Online	Fiscal Monitors
	Procurement Specialist	Y (many)	F2F	F2F	Procurement Specialists
	Procurement Process Overview	N	Online	Online	Fiscal Monitors
	Roles in the Procurement Process	N	Online	Online	Fiscal Monitors
	Procurement Process Analysis	N	F2F	Online	Fiscal Monitors
	Vendor Payments	Y (Basic Acctg, Overview, Vendor Inquiry)	F2F	Online or Job Aid	Preparers
	Vendor Payment Approvals	Y (Basic Acctg, Overview)	Online	Online	Approvers
	Travel Auth & Expense Reimb	Y (Basic Acctg, Overview)	F2F	Online	Preparers
	Travel & Expense Approvals	Y (Basic Acctg, Overview)	Online	Online	Approvers
	Departmental Deposits	N	Online	Online	Preparers & Approvers
	Accounts Receivable Inquiry	N	Online	Online	Fiscal Monitors
	Customer Information Overview	N	Online	Online	Preparers
	Create Bills	Y (Basic Acctg, Overview, Cust Info)	F2F	Online	Preparers
	Credit Invoice Approvals	Y (Basic Acctg, Overview)	Online	Online	Approvers
	Accounts Receivable Monitoring	Y (Basic Acctg I & II, Overview)	Online	Online	Fiscal Monitors
	Bank Card Reconciliation	Y (Basic Acctg, Overview)	Online	Online	Fiscal Monitors
	Endowments	Y (Basic Acctg, Overview)	Online	Online	Preparers, Fiscal Monitors
	Journal Entry	Y (Basic Acctg I & II, Overview)	F2F	F2F	Preparers
	Journal Entry Upload	Y (Journal Entry)	F2F	Online	Preparers
	Journal Entry Approvals	Y (Basic Acctg I & II, Overview)	Online	Online	Approvers
	Budget Journals	Y (Basic Acctg, Overview)	F2F	F2F	Preparers
New	Overview COA/Finance/EFS	N	NA	Online	Required for Preparers & Approvers, open to others*
	Procurement Policy	Y for Preparers & Approvers	NA	F2F	Required for Preparers & Approvers, open to others*
	Travel and Expense Reimb Policy	Y for Preparers & Approvers	NA	F2F	Required for Preparers & Approvers, open to others*
	Billing & Accounts Receivable Policy	Y for Preparers & Approvers	NA	F2F	Required for Preparers & Approvers, open to others
	Endowment Policy	Y for Preparers	NA	F2F	Required for Preparers
	General Ledger and COA In depth (Include optional SPA component)	Y for Preparers & Approvers	NA	F2F	Required for Preparers & Approvers, open to others

*Recommended for initiators