

- **Purch1 Policy Overview**

Provides an overview of university procurement methods and policies related to purchasing on behalf of the university. After completing this course, participants will be able to explain relevant policy guidelines and list the methods available to purchase goods and services.
- **Purch2 Requisitioner**

Describes the responsibilities of a Requisitioner and explains the procurement process. After completing this course, participants will be able to enter an eStores requisition and a standard requisition, describe the steps in the requisition process, and use the Procurement ASSIST pages as a reference for processing all the variations of requisitions. Information about OSP Purchasing is included to explain any differences in specific procedures.
- **Purch3 Delegated Buyer**

Introduces the steps for processing a purchase order in the Financials system including how to enter, dispatch, modify (as needed) and close a standard purchase order. After completing this course, participants will be able to define the responsibilities of a Delegated Buyer, describe the steps in the purchase order process, and use the Procurement ASSIST pages as a reference for processing all the variations of POs.
- **Purch4 Inquiry**

Provides an overview of the procurement inquiry tools. After completing this course, participants will be able to identify and use the Procurement Inquiry tools, and leverage the selection criteria fields to get more specific results.
- **Purch5 Approver**

Provides an overview of the approval process in the Financials system. After completing this course, participants will be able to describe the responsibilities of an Approver, use the Worklist to approve/deny transactions and add comments to explain why a transaction is being denied.
- **Purch6 Receiver**

Provides an overview of the receiving process in the Financials system. After completing this course, participants will be able to explain the benefits of the Central Receiving process and when a supplier may deliver directly to the department. They will also be able to describe the receiving process, identify the steps for entering different types of receipts, enter comments on a receipt and receive partial shipments or damaged goods.
- **GL 1 Accounting Basics**

Introduces the basic accounting concepts related to the General Ledger in the Financials system. After completing this course, participants will be able to explain the relationship between Balance Sheet and Income Statement categories, use the Debits and Credits Guide, and interpret a university accounting style report.

- **GL 2A Journal Entry Initiator**

Introduces the basic concepts of processing journal entries in the Financials system. After completing this course, participants will be able to describe the responsibilities of a Journal Entry Initiator, identify the components of the ChartField, process a journal entry, identify reasons that journal entry errors occur and explain the purpose of Interdepartmental Billing (IDB) journal entries.

- **GL 2B Spreadsheet Upload**

Describes the spreadsheet upload process for making journal entries into GL in the Financials system. After completing this course, participants will be able to prepare the Departmental Spreadsheet and complete a Spreadsheet Upload template to successfully upload journal entries. Once the journal entries are uploaded, they will be able to review and modify as needed.

- **GL 3 Deposits**

Introduces the basic concepts of processing Deposit journal entries in the Financials system. After completing this course, participants will be able to describe responsibilities when making deposits, explain the difference between Deposit and Other Bank Activity (OBA) journals, describe when each deposit method is used, and explain the steps in the process for making Deposit journal entries.

- **GL 4 Journal Entry Approver**

Describes the responsibilities and steps for approving and posting journal entries in the Financials system. After completing this course, participants will be able to explain how workflow is used in the Financials system, access a Worklist, approve or deny journals, and explain which changes to a journal will restart workflow.

- **GL 5 Inquiry and Timesavers**

Explains when and how to use each of the General Ledger inquiry tools and several helpful Timesavers in the Financials system. After completing this course, participants will be able to explain the differences between the three primary inquiry tools, identify the best use for each tool, inquire on journal entries, and use Timesaving tools to improve the accuracy of entering transactions.

- **GL 6 eReports**

Teaches General Ledger users how to access and navigate eReports. After completing this course, participants will be able to identify three categories of reports, download Standard Monthly Reports, set parameters to run ad hoc reports, work with pivot tables and save reports as Excel files. Demos are included for each type of report as well as instructions on how to work with a pivot table.

- **GL 7A Fund Accounting**  
 Introduces the basic concepts of fund accounting at the university. After completing this course, participants will be able to identify the seven different types of funds, define Current and Non-Current Funds including unrestricted and restricted, and describe the difference between Endowment Principal and Endowment Income and Expense. The final sections of the course introduce concepts about budget and fund transfers by describing what budget means by type of fund and explaining how funds are transferred between Fund groups
- **GL 7B Budget and Fund Transfers**  
 Describes the basic concepts of processing Budget and Fund Transfers in the Financials system. After completing this course, participants will be able to describe the responsibilities of a Transfer Initiator, explain when each Transfer type is used, and be able to use the Transfer Account Values Matrix to determine the appropriate To and From accounts to use for each Fund Transfer. In addition, the steps for entering a General Fund Spending Authority (GFSA) Transfer, Present Budget Allocation (PBA) Transfer, and Fund Transfer are described. There is also a tab to describe the process for approving or denying transfers
- **GL 8 Equipment Coordinator**  
 Provides the basic knowledge and skills needed to perform the role of Equipment Coordinator for the UNIV and OSURF Business Units in the Financials system. After completing this course, participants will be able to define capitalized and non-capitalized assets and explain the responsibilities of the Asset Management Department, Equipment Coordinators and Equipment Custodians. The process for updating assets in the Financials system is explained using animated demos.
- **GL 9 Endowment Funds**  
 This course discusses basic and intermediate level concepts about endowment funds at the university, including endowment distributions and reporting. Topics included in this course describe stewardship responsibilities of managing endowment principal funds, the distribution calculation of the Long-Term Investment Pool and other issues in managing endowment distributions and analyzing reports.
- **GL 10 Unrelated Business Income (UBI)**  
 This course defines what UBI is and how to properly identify it within a university earnings operation. It explains the reasons why the University must comply with IRS UBI regulations. The course also describes the requirements and circumstances that define whether your earnings fund is considered UBI and identifies examples and exclusions of UBI.

- **Surplus Property Management**

Describes the process to initiate, approve, and complete a disposal request in the Surplus Property Management System (SPMS). After completing this course, participants will be able to access and use the Disposal Request page in SPMS to enter, edit, search, and approve DRs. Details are also included for entering an asset tag number, selecting a method of delivery to the surplus warehouse, and handling the exceptions listed in the Surplus Materials Disposal Policy.
- **PCard 1: PCard Use**

This course provides an overview of the proper use of the PCard and the specific responsibilities of the Card Manager and Cardholder. After completing this course, participants will be able to identify the applicable procurement method for purchasing goods and services on behalf of the university, understand the established limitations and restrictions associated with using the PCard, and maintain the appropriate transaction documentation to support the business need of the purchase.
- **PCard 2: PCard Administration**

This course outlines the roles and responsibilities of the Service Centers, Reallocators and Approvers that administer PCard transaction documentation. In addition, the course offers the basic steps for reallocation and approval in the Financials system. After completing this course, participants will be able to perform system processes and attend to the operational functions necessary to document PCard transactions
- **Travel Policy Training**

This course provides an overview of the university's [Travel Policy](#). After completing this course, user will be able to demonstrate accountability for incurring and processing travel expenses and describe the importance of acquiring approval documentation (e.g. "T" number) for university business travel.
- **eTravel: Travel Arrangers**

This course provides a general introduction to the eTravel system and the travel request process. After completing the course, travel arrangers will be able to enter/submit travel requests for business travel on behalf of faculty/staff.
- **eTravel: Payment Requestors**

This course provides a general introduction to the eTravel system and the payment request process. After completing the course, payment requestors will be able to initiate travel related payments such as cash advances, registration prepayments and reimbursements.
- **eTravel: Approvers**

This course provides a general introduction to the eTravel system and defines the approver's responsibilities. After completing this course, approvers will be able to manage a worklist and approve travel or payment requests in compliance with Travel Policy.

- **eTravel: Travelers**

This course provides a general introduction to the eTravel system for traveler's that want to initiate their own travel requests.

The **in-person, instructor-led** courses, offered by Financial Training include:

- **University Expenditures Policy**

To ensure that expenditure decisions are consistent with the university's mission, applicable law, and ethical practice, departments must comply with the university's Expenditures Policy. This session presents the policies focusing on expenditures that require employees to exercise particular caution, including food, beverages, gifts, and employee functions. (One 2 hr session)

- **Procurement & Payment Process**

This course provides a general introduction to the eTravel system for traveler's that want to initiate their own travel requests. course provides a general introduction to the eTravel system for traveler's that want to initiate their own travel requests. (Two 6.5 hr sessions)

- **Debits & Credits**

Designed for employees new to accounting or who need a refresher in debits and credits usage. (Two 4 hr sessions)

- **Using General Ledger Reports**

Presents the standard monthly reports including the income statement reports used in reporting for general funds and the balance sheet reports, needed to account for other fund types. Any university employee working with General Ledger reports should attend this workshop. (One 4 hr session & one 6.5 hr session)

- **Reconciliation Process**

Presents the reconciliation process and shows how to reconcile departmental records to reports from the General Ledger. Includes discussion on management overview and assessing the financial health of a department. Reconciliation is a required fiscal procedure at OSU and is a departmental, not a central, responsibility. (One 4 hr session & one 6.5 hr session)

- **Earnings Operations at OSU**

Presents the rules and procedures used in managing a university earnings operation. Topics include the characteristics of earnings funds; reading the reports; recording revenues, sales tax and expenses; establishing fees/charges; and budgeting. Any OSU employee who uses an earnings fund should attend. (Two 4 hr sessions)

- **Accounts Receivable**

Explains how to proceed when providing goods and services on credit. Recommended for any university employee who works with earnings funds that extend credit to external customers.(One 6 hr sessions)

- **Managing Your Department's Capitalized Equipment**  
Explains the policies and procedures that must be followed when tracking a department's capitalized equipment (equipment with a value of \$5,000 or more). Topics include roles and responsibilities; the life-cycle of a typical equipment item; compliance with governmental/other regulations; and audits. Recommended for Equipment Coordinators, Equipment Custodians, and Department Business Officers. One 4-hr session  
Core Courses  
GL 6 eReports Stewardship of Endowment & Gift Funds Presents the management and investment (One 4 hr sessions)
- **Stewardship of Endowment & Gift Funds**  
Presents the management and investment of the endowment; setting up endowment and gift funds; differences between donated funds and research funds; tax-related issues; and how to record endowment/gift funds in the General Ledger.(Two 4 hr sessions)
- **Tax Obligations and Compliance at OSU**  
Focuses on the tax obligations of the university. It is designed to acquaint you with the tax impacts of decisions made at the departmental level. Topics include sales tax, unrelated business income tax, and gifts/contributions/fundraisers. Recommended for employees with business or fiscal responsibility in any department. (One 3.5 hr session)