

TRAINING

Financials Training

Chart of Accounts 101

If you currently work in FRS today, you will need to understand chartstrings after July 1, 2006. Like FRS account numbers and sub-accounts, the chart fields and chartstrings of the new Chart of Accounts are designed to provide an accurate picture of the financial effects of a given transaction.

Wed	7-Jun-06	1:00pm-3:00pm	Waterman Memorial Lounge
Tue	13-Jun-06	1:00pm-3:00pm	Carpenter Auditorium

Travel & Expense Approvals

Learn how to approve requests for travel and expense related transactions in PeopleSoft.

Thu	8-Jun-06	1:00pm-3:00pm	Waterman Memorial Lounge
Tue	20-Jun-06	9:00am-11:00am	Campus Center Theater*

NOTE: The Thursday, June 8th session has been cancelled and will be rescheduled at a later date. Watch the CATSKILL listserv and our Web site, www.uvm.edu/catalyst, for more information.

Non-Travel Expense Reimbursement

This seminar is designed to demonstrate how to process employee non-travel related expense reimbursements (taking the place of PAV's currently in FRS.) This will include how to create, modify, print, view and delete these transactions.

Thu	1-Jun-06	10:00am-11:30am	Carpenter Auditorium
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Cash Advance & Travel Authorizations

This seminar will review how to complete and submit cash advance requests and travel authorizations.

Thu	25-May-06	1:00pm-3:00pm	Carpenter Auditorium
Mon	12-Jun-06	10:00am-12:00pm	Campus Center Theater*

PurCard

This seminar will cover how to reallocate PurCard transactions in PeopleSoft.

Tue	13-Jun-06	10:00am-11:30am	Campus Center Theater*
Mon	19-Jun-06	1:00pm-2:30pm	Carpenter Auditorium

*The Campus Center Theater is located next to the Ira Allen Chapel.

See the reverse for more...

www.uvm.edu/catalyst

Sponsored Projects - Effort Management Report

The Effort Management Report will help manage and project effort over the fiscal year. Project CATalyst has developed a report that can be used by Business Managers to understand salary distribution decisions and their effect on effort percentages.

Wed	9-Aug-06	Postponed until further notice	Waterman Memorial Lounge
Wed	9-Aug-06		Waterman Memorial Lounge
Tues	15-Aug-06		Waterman 427A

Journal Entry and Budget Transfers (BCOs) Overview

This course will cover the basics of journal entry and budget transfers (formerly known as BCOs) and provide an overview of related inquiry pages and reports.

Fri	16-Jun-06	1:00pm-3:00pm	Waterman 413
Tue	20-Jun-06	10:00am-12:00pm	Waterman 413
Wed	21-Jun-06	1:00pm-3:00pm	Waterman 413

External Billing – Additional Class

Thu	1-Jun-06	1:00pm-3:30pm	ERP Lab*
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*The ERP lab is located on the third floor of Project CATalyst's Colchester offices

Travel & Expense/Requisitions – Open Computer Labs

Mon	5-Jun-06	8:30am-4:00pm	ERP Lab—Colchester
Tue	6-Jun-06	8:30am-4:00pm	ERP Lab—Colchester
Wed	7-Jun-06	8:30am-4:00pm	Waterman 113Q
Thu	8-Jun-06	8:30am-4:00pm	Waterman 113Q
Fri	9-Jun-06	8:30am-4:00pm	Waterman 113Q

PeopleSoft Financials – Open Computer Labs

Thu	6-Jul-06	8:30am-4:00pm	Waterman 113Q
Tue	11-Jul-06	8:30am-4:00pm	Waterman 113Q
Thu	20-Jul-06	8:30am-4:00pm	Waterman 113Q
Tue	25-Jul-06	8:30am-4:00pm	Waterman 113Q

For more information call Peter Maloska - 656-4090