



**TRAINING COURSE –ROLE CROSSWALK**

The following table outlines all of the Financials Security Roles and the recommended Training Courses.

TRS Code	Training Course/ Knowledge Transfer	Description	Security Roles Needing Respective Class	Estimated Classroom Delivery Time
<b>Training Courses</b>				
Fin_Gen_101	Application Navigation 8.9 (CBT)	This course introduces the end users to a basic navigation within the Finance 8.9 Application. The basic navigation features that will be outlined are an introduction to the application, how to log onto PeopleSoft, basic navigation, setting and modifying favorites, using the search tool, and understanding the toolbar and scroll bar. The end user will also be introduced to common buttons/links and processing buttons. <b>Audience: All users</b>	All	20 - 30 minutes
FIN_Epro_101	eProcurement for End Users (TC)	This course is a required introduction for all end users to the eProcurement module. The four main topics are: Generate ePro Requisitions, Receiving PO's, Inquiry, and Summary & Review. <b>Audience: Decentral Users</b>	<ul style="list-style-type: none"> <li>FS_PO Req Data Entry Operator</li> </ul>	6 Hours
FIN_AP_102	Approving (TC)	This course will walk the end user through the functionality that will be used to manage workflow approvals and inquiries. This course will cover Approve a Requisition, One Approver and Multiple Approvers, Denying a Requisition Re-approval a Requisition after a Material Change and Inquire on Requisition Approvals <b>Audience: Decentral Users</b>	<ul style="list-style-type: none"> <li>FS_PO Requisition Approver</li> </ul>	2 Hours



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FIN_AP_104	Receiving (TC)	Receiving - The receiving course will consist of exercises that will walk the user through the functionality that will be used to enter and manage receipts for goods.  Audience: Decentral Users	<ul style="list-style-type: none"> <li>FS_PO Receiver</li> </ul>	TBD
FIN_GL_105	ProCard Reallocation (TC)	Audience: Decentral Users	<ul style="list-style-type: none"> <li>FS_ProCard Reallocator</li> </ul>	
FIN_GL_102	Journals for Decentralized Users (TC)	This course is designed for the decentralized users as an introduction to journals (entering, editing, and checking). There will also be a focus on edit/combo errors, budget errors, printing journals, copying journals, journal/ledger inquiry, and inquiry on approvers and workflow.  Audience: Decentral Users	<ul style="list-style-type: none"> <li>FS_GL Journal Online</li> </ul>	2 Hours



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FIN_RPT_102	Finance Accessing Reports and Inquiries (CBT)	Computer based training designed to provide Finance Managers that will not attend functional training to learn how to run and access various types of reports (This CBT can also be utilized for other users as well)	<ul style="list-style-type: none"> <li>• <b>FS_GLEndUserRprt</b></li> <li>• <b>FS_GLInquiry</b></li> <li>• <b>FS_KKInquiry</b></li> </ul>	
FIN_RPT_103	Delta Query Create (TC)	This course will cover the Query changes associated with the upgrade from 7.5 to 8.9.	<ul style="list-style-type: none"> <li>• FS_QRYC_PROD</li> <li>• FS_QRYC_RPTG</li> </ul>	4 Hrs