

Finance 101 Trainings - April 27, 2021

Zoom Link	Title of Training	Time	Length	Presenter/Expert
https://csuci.zoom.us/j/85042967682	RETs/JETs and Data Warehouse Review	9:00a.m. - 10:00 a.m.	1 hour	Marina Moreno, Leslie Brotcke and Leo Cervantes
Description: Going over the RETs/JETs form - what is required for submitting a RETs/JETs to ensure they are posted timely. Data Warehouse review, come with a report you would like to build. Who should attend: This training session is for those who submit RETs and JETs and anyone who is creating reports in the Data Warehouse that would like to learn more about it. Bring a report you need help in creating.				
Zoom Link	Title of Training	Time	Length	Presenter/Expert
https://csuci.zoom.us/j/84425231988	AP invoices - FAQs	10:15a.m. - 11:00 a.m.	45 min	Kara Waycasy, Myrna StaAna and Leslie Brotcke
Description: Want to ensure your invoice will be processed timely? Learn the tips and tricks of what is needed when submitting an invoice. Who should attend: This training session is for those who submit invoices to Accounts Payable for payment.				
Zoom Link	Title of Training	Time	Length	Presenter/Expert
https://csuci.zoom.us/j/81426464777	Accruals and Prepaids	11:30a.m. -12:00p.m.	30 min	Myrna StaAna and Leslie Brotcke
Description: Learn about submitting accruals for the yearend and learn about Prepaids. Who should attend: This training is for those who are submitting accruals for yearend and those creating POs with items crossing fiscal years.				
Zoom Link	Title of Training	Time	Length	Presenter/Expert
https://csuci.zoom.us/j/88931119874	Departmental Deposits	1:00p.m. - 1:30p.m.	30 min	Anna Benscoter
Description: The Fundamentals for processing your Departmental Deposit Who should attend: Anyone with the responsibility for processing departmental deposits				
Zoom Link	Title of Training	Time	Length	Presenter/Expert
https://csuci.zoom.us/j/89392165313	Ins and Outs of Purchasing IT Equipment and software	2:00p.m. - 2:30p.m.	30 min	Daniel Brown
Description: Information Technology Purchases - This training will serve as a refresher for "existing" users and provide the opportunity to ask specific questions about the full process. Who should attend: Individuals who purchase IT equipment and software.				
Zoom Link	Title of Training	Time	Length	Presenter/Expert
https://csuci.zoom.us/j/84381018906	Requisition to Purchase Order	3:00p.m. - 3:30pm	30 min	Rhonda Florick
Description: Requisitions - This training will serve as a refresher for New & Existing users: - What information is required on a requisition - What documents to attach Who should attend: All Requestors ordering Goods or Services through PeopleSoft.				