Finance 101 Training Schedule - November 2017

- Finance 101 Training descriptions are included on pages 2 - 5 of this document
- Presentations will be posted on the Financial Services website at https://www.csuci.edu/financial-services/forms-tutorials.htm#training
- All sessions will allow for Q&A at the end of the presentations
- Please RSVP at https://tinyurl.com/ycvtw6hg

Monday, November 13, 2017 – Class location Broome Library 2325

• Understanding Accounting Strings	9:30 - 10:30 am	Esmeralda Mendoza / Anna Campbell
• Time & Attendance Clerks	10:45 - 11:45 am	Vickie Metcalfe
• Position Management	1:00 - 2:00 pm	Jennifer Moss

Tuesday, November 14, 2017 – Class Location Broome Library 2325

• Risk Management in Travel	1:00 - 2:00 pm	Katharine Hullinger
• Travel Workshop / Accounts Payable	2:00 - 3:30 pm	Myrna StaAna / Stacie Dee / Martha Garcia

Wednesday, November 15, 2017 Class Location Broome Library 2325

• ProCard Refresher / Procurement RGS	1:00 – 2:30 pm	Karina Cruz

Wednesday, November 15, 2017 – Class Location Sierra Hall Computer Lab

Using the JET / RET Form	9:30 - 10:30 am	Leo Cervantes / Michelle Hense
• Finance Data Warehouse	10:30 - 11:30 am	Leo Cervantes / Anna Campbell

Finance 101 Training - Descriptions

Understanding Accounting Strings

- **Description**: This training will provide a tutorial of accounting strings at CI (also known as the ChartField Value or Chart of Accounts). Account, Fund, and Department (and Program, Class, and Project, if required) will be explained in detail. The presenter will discuss the appropriate accounting string to be used when coding accounts payable invoices and ProCard statements.
- **Who should attend**: If you complete the *JET / RET* or the new *Request to Deposit* form, you will want to attend this training to gain a better understand of how to complete these forms. If you code accounts payable invoices or ProCard Statements, you will find this training helpful in choosing the correct accounting string to utilize.
- **Presenter**: Esmeralda Mendoza / Anna Campbell

Time & Attendance Clerks

- **Description**: This is an overview of the Monthly Time & Attendance certification process. Will discuss the purpose of the forms and the roles and responsibilities of the reviewers and authorized signers.
- **Who should attend**: Time & Attendance Clerks and/or their Department Heads who have been authorized to review and sign the attendance forms.
- **Presenter**: Vickie Metcalfe

Position Management

- **Description**: This training will provide a quick review on position management, the position management action form, and the difference between job and position data
- **Who Should Attend:** Any CI staff responsible for personnel actions as well as those responsible for a budget
- **Presenter**: Jennifer Moss

Finance 101 Training - Descriptions

Risk Management in Travel

- **Description:** The first section of the training will address the following:
    - Motor Vehicle Use - Eligibility requirements for driving on University business, procedures for obtaining authorization to drive State vehicles and personal vehicles
    - Field Trips - Who may attend, use of waivers, identifying and vetting authorized drivers, insurance programs in place that provide coverage for students and for staff
    - Foreign Travel - procedure for obtaining required foreign travel coverage for each trip participant, procedure for obtaining Chancellor's approval for travel to high risk locations
    - What to do in the event of an accident or emergency situation while traveling
    - Designated University Volunteers - Who, what for, for how long; responsibilities and supervision; duties off campus and roles played in travel
- **Presenter:** Katharine Hullinger

Travel Workshop/Accounts Payable - How To Submit a Travel Expense Claim

- **Description:** The second section of the training will address the following:
    - Travel Forms - TEC Workbook
    - Pre-Paid Travel Expenses - Expenses that are paid in advance using CIT, a check request, or ProCard
    - Transportation - Privately Owned Vehicles and Rentals
    - Subsistence (Lodging, Meals, and Incidentals) - Maximum allowable lodging, meals, and incidentals
    - What are "other reimbursable" travel expenses?
    - Travel approvals and exceptions
    - What went wrong? TEC samples will be presented
    - When to submit a travel reimbursement?
    - Check Run - When will you get paid?
- **Presenter**: Myrna StaAna, Stacie Dee, Martha Garcia

- **Who Should Attend**: Administrative Support Assistants and Coordinators, and anyone who makes travel arrangements

Finance 101 Training - Descriptions

Accounts Payable

- **Description**: This training will provide information for Accounts Payable Forms and related requirements. The presenters will also discuss how to access scanned backup for Accounts Payable vouchers.
- **Who should attend**: Any CI staff that are responsible for ensuring departmental financial reports are accurate.
- **Presenter**: Myrna StaAna, Stacie Dee, Martha Garcia

ProCard Refresher

- **Description**: This training will review the current policy updates for the ProCard program, discuss the new changes that took effect in August and review the necessary forms. We will also answer any questions or concerns.
- **Who Should Attend:** CI staff who are current US Bank Cardholders or who are interested in becoming cardholders, approvers and reconcilers
- **Presenter**: Karina Cruz

Finance 101 Training - Descriptions

Using the JET / RET Form *Located in Sierra Hall 1212 Computer Lab

- **Description**: This training will walk you through how to use the *JET / RET* form.
- **Who should attend**: Any CI staff that are responsible for ensuring departmental financial reports are accurate, staff who code accounts payable invoices, and ProCard holders
- **Presenters**: Leo Cervantes, Michelle Hense

Finance Data Warehouse *Located in Sierra Hall 1212 Computer Lab

- **Description**: This training will cover accessing the Finance Data Warehouse
- **Who should attend**: Any CI staff that are responsible for ensuring departmental financial reports are accurate, staff who code accounts payable invoices, and ProCard holders
- **Presenter**: Leo Cervantes / Anna Campbell