



# Financial Administrative Training Learning Solutions

September 25, 2009

## 2 Sponsored Projects

- Intro to Sponsored Projects
- Non-Salary Expenses A-Z
- Proposal Preparation
- CoeusLite Proposal Development
- CoeusLite Proposal Budgeting
- Coeus Premium Proposal Development
- Coeus Premium Proposal Budgeting
- Coeus Award
- Budget Development
- Departmental Budget Creator
- Administrative Management of Training Grants and Fellowships
- Sub Recipient Monitoring
- ERS – Effort Reporting System-Admins
- ERS – Effort Reporting System-Certifiers
- ERS – Effort Reporting System-Refresher
- Closeout Procedures

## 1 Introduction to Financial Administration

- The University as a Business Organization
- Basic Accounting Principles
- Federal Cost Principles - not required for HR/Payroll Administration
- Finance Overview including Chart of Accounts
- Business Transactions
- SAP R/3 Navigation - not required for Purchasing nor Coeus

These courses are required before taking instructor-led courses in the other categories.

## 3 Account Management

- Business Warehouse Overview
- Intro to BW Reporting and Basic SAP Navigation
- Monthly Account Management
- Monthly Reconciliation Guidelines and Record Retention
- Accounting Reconciliation
- Allocating Non-Sponsored Accounts
- Non-Payroll Cost Transfer Policies & Procedures (required only for Non-Payroll Cost Transfer)
- Non-Payroll Cost Transfer
- Bank Deposit Policies and Procedures
- Department Billing Specialist

## 4 HR/Payroll Administration

- ISR Navigation
- Organization Management Administration
- Enhanced Hire ISR Form
- Employment /Payroll for Homewood Students
- Hiring a Homewood Student
- Hiring a Non-US Citizen
- Salary Overpayments
- Processing Leave of Absence (LOA) ISR's in SAP
- Managing Payroll for Leaves and Terminations
- Payroll Cost Transfer - eForms
- Time Entry
- E210 Time and Attendance Form
- HR/Payroll Reporting
- Using the ZSR to Request SAP Roles: Now a One-Stop-Shop

## 5 Purchasing

- Purchasing Policies and Procedures
- Establishing Shopping Cart Settings
- Shopping Cart
- Procurement Card Policy
- Procurement Card Approver
- Fixed Assets Policies & Procedures – Equipment
- ME23N Display Purchase Order
- Purchasing from the Internal Supply Store
- Equipment Purchasing (JHU)

## 6 Accounts Payable

- Processing Online Payments
- Vendor Payment Report
- Processing Online Payments Approver
- Travel and Business Expense Reimbursement
- Travel and Business Expense Reimbursement
- Travel and Business Expense Reimbursement Approver
- Independent Contractors
- Independent Contractors Employee Dilema
- Petty Cash

- Available
- Coming Soon
- E-Course
- FastFacts
- Instructor Led
- Job Aid