Financial Administrative Training

The courses in this program are designed to offer Hopkins' employees the opportunity to obtain the knowledge and skills that are essential in performing financial administrative processes.

The workshops are categorized by administrative function and include a combination of classroom and web-based courses. Successful completion of all courses in Introduction To Financial Administration Workshop is required before registering for any of the subsequent workshops.

Program Sequence

Introduction To Financial Administration

- The University as a Business Organization
- Basic Accounting Principles
- Business Transactions
- JHU Chart of Accounts
- Intro to JHU Financial Systems

(Completion of all courses in this Workshop is required before proceeding to other courses)

- e-Courses may be accessed at JHU HR LMS
- Under development
- Instructor-led with links to course information

Sponsored Projects*
- Intro to Sponsored Projects
- OMB: Managing Fed Grants/Coop Agreements**
- OMB: Cost Principles
- Proposal Preparation
- Budget Development
- Training Grants
- ReSource System
- Award Management
- ERS-Effort Reporting System
- Closeout Procedures

Budget Management*
- Monthly Account Management I
- BASIS-Budget & Account Setup Info System
- Account Management Tools: AINQ/AFI
- EB14-Electronic Expenditure Transfer
- JVS-Electronic Journal Vouchers

Procurement and Disbursement*
- Purchasing Policy
- WEBREQ-Electronic Requisition
- EMNS-Electronic M&S Form
- Procurement Card P-CARD
- EASY P-Card Approval System**
- Coded Invoices & Check Requisitions
- Business Travel
- Independent Contractors
- AINQ-Accounts Payable Inquiry
- Petty Cash Policy & Procedures

Cash Accounting
- Cash Accounting

Payroll Administration
- EPAY-Electronic Payroll Administration (3 day class)
- Employment/Payroll for Homewood Students
- Employment/Payroll for International Visitors
- E210 Time & Attendance Form (no prerequisites)

*Completion of the first course is required before proceeding to other courses in the workshop

**Additional prerequisites required