

Weinberg College of Arts & Sciences:

Financial Administrator Training Plan

2/26/2020

Course	Course No.	Access Level*	Required or Recommended	Timeframe for Completion	Competency Area
Introduction to University Business Processes	HRD700-200A	1-4	Required	First 30 days	Ethics and Integrity
Introduction to Effective Business Operations	HRD705-200A	1-4	Required	First 30 days	Ethics and Integrity
General Navigation in NUFinancials	FMS100-200A-01	1-4	Required	First 30 days	Systems
Effective Business Operations for Financial Management	HRD706-200A	2-4	Required	First 30 days	Ethics and Integrity
Actuals Journals	FMS711-200D	3-4	Required	First 30 days	Systems
Cash Advance in NUFinancials	FMS9181-200A	1-4	Recommended	At your own pace	Systems
Corporate Card	HRD725-200	2-4	Required to obtain card	First 30 days	Systems
Supplier Registration	FMS9144-200A	1-4	Required	First 30 days	Systems
Excel 101: Learning Excel	HRD161-200-01	1-2	Required`	First 30 days	Excel; Accuracy; Organization
Excel 102: PivotTables for Beginners	HRD162-200	2-4	Recommended	First 60 days	Excel; Accuracy; Organization
Excel 201: Managing and Analyzing Data	HRD189-200-01	3-4	Required`	First 90 days	Excel; Accuracy; Organization
Excel 202: Setting up a Database	HRD190-200	3-4	Recommended	At your own pace	Excel; Accuracy; Organization
Excel 203: Formulas and Functions	HRD168-200-01	2-4	Recommended	First 60 days	Excel; Accuracy; Organization
Excel 302: Pivot Tables in Depth	HRD180-200	3-4	Recommended	First 90 days	Excel; Accuracy; Organization
New Employee Orientation Part 2	HRD450-100A	2-4	Required for new University employees	First 90 days	Ethics and Integrity; Tact and Diplomacy
The following topics each have their own curriculum in myHR Learn, consisting of coursework as well as job aids and reference guides. Topics (justified left) are linked to the myHR Learn page for that curriculum and individual courses (centered) are identified within each topic.					
Employee Expense Reimbursements					
Expense Reports in NUFinancials	FMS9156-200A	1-4	Required	First 30 days	Systems
Reading Cognos Reports					
Financial Reporting Overview	FMS112-200A	3-4	Required	First 30 days	Systems
Run a Cognos Report	FMS112-200B-01	3-4	Required	First 30 days	Systems
Schedule a Cognos report	FMS112-200C	3-4	Recommended	At your own pace	Systems
Requester Basics Topics					
Receiving Overview	FMS816-200B-01	2-4	Required	First 30 days	
Entering Receipts for Amount-Only Purchase Order Presentations	FMS816-200D	2-4	Recommended		Systems
Requester Advanced Topics					
Purchase to Payment Lifespan Lesson	FMS815-200B	2-4	Required (may not be relevant for all 2s)	First 30 days	Systems
Payment Request					
Payment Requests in NUFinancials	FMS832-200A	2-4	Required	First 30 days	Systems
Procurement and Payments Overview	HRD715-200A	2-4	Required	First 30 days	Systems
Approvals and Workflow					
Approvals and Workflow Overview	FMS804-200A	2-4	Required	First 30 days	Systems
Reconciling Budgets					
Budgeting Overview	FMS700-200A-01	3-4	Required	First 30 days	Systems
Receiving and Depositing Revenue					
Revenue Overview	FMS740-200A	2-4	Required (if related to job, e.g. CRT)	First 90 days	

*Refer to the College's [Financial Access Guide](#) for an explanation of Access Levels

`Required unless staff member has equivalent Excel experience