

## Introduction to Financial Administration Required E-Courses

*These e-courses are required before taking instructor-led courses in the other categories.  
You may opt out of these courses by passing the Introduction to Financial Administration Assessment.*

- The University as a Business Organization
- Finance Overview including Chart of Accounts
- Business Transactions
- Accounting Comes Alive
- Federal Cost Principles – *not required for HR/Payroll Administration*
- SAP ECC Navigation – *not required for Purchasing nor Coeus*

### Sponsored Projects

#### E-Courses

- Intro to Sponsored Projects
- Business Ethics Training for Foreign Field Offices
- Business Ethics Training for Faculty and Staff Working on Federal Contracts
- Proposal Preparation
- (Coeus 1a) e-course Introduction to Coeus: C1a (required for Coeus 2-6)
- (Coeus 1b) e-Course: Introduction to Coeus: C1b (required for Coeus 2-6)
- Budget Development
- Monitoring Subrecipient Activity
- Effort Reporting System – Admins
- Effort Reporting System – Certifiers
- Effort Refresher for Certifiers
- Closeout Procedures

#### FastFacts

- Budget Development for Grants
- Understanding Grant Master Data
- Revised Subrecipient Monitoring Policies and Procedures

#### Instructor-Led Courses

Coeus courses must be taken in sequence.

- (Coeus 2) Proposal Development Detail: Assembling a Proposal
- (Coeus 3) Proposal Development Detail: fixing errors and understanding validations
- (Coeus 4) Proposal Development Detail, Workshop
- (Coeus 5) Proposal Budget Detail: Constructing a Detailed Budget
- (Coeus 6) Proposal Budget Detail, Workshop
- Sponsored IO Budget Distribution (GM\_CREATE\_BUDGET)

### Account Management

#### E-Courses

- Monthly Account Management (required for Accounting Reconciliation course)
- Non-Payroll Cost Transfer Policies and Procedures (required only for Non-Payroll Cost Transfer course)

#### FastFacts

- Analysis- Basic Navigation (required for Introduction to Analysis course)
- Monthly Reconciliation Guidelines and Record Retention
- How to Deposit a Check
- Department Billing Specialist
- Subrecipient Monitoring: How to Protect Yourself and the University

#### Instructor-Led Courses

- Introduction to Analysis
- Advanced Analysis Skills
- Account Reconciliation
- Non-Payroll Cost Transfer

### HR/Payroll Administration

#### E-Courses

- Managing Payroll for Leaves and Terminations

#### FastFacts

- Enhanced Hire ISR Form
- Hiring a Non-US Citizen
- Salary Overpayments
- Processing Leave of Absence ISRs in SAP
- E210 Time and Attendance Form
- Using the ZSR to Request SAP Roles: Now a One-Stop-Shop

#### Instructor-Led Courses

- Organization Management Admin - ISRs
- Payroll Cost Transfer – eForms
- Time Entry

### Purchasing

#### E-Courses

- Purchasing Policies and Procedures (required for Shopping Cart course)
- Establishing Shopping Cart Settings
- Procurement Card Policy
- Procurement Card Approver

#### FastFacts

- ME23N Display Purchase Order
- Equipment Purchasing (JHU)

#### Instructor-Led Courses

- Shopping Cart

#### Job Aids

- Fixed Assets Policies and Procedures – Equipment
- Purchasing from the Internal Supply Store

### Accounts Payable

#### E-Courses

- Processing Online Payments E-Course
- Processing Online Payments Approver
- Travel and Business Expense Reimbursement
- Travel and Business Expense Reimbursement Approver

#### FastFacts

- Vendor Payment Report
- Independent Contractors / Employee Dilemma

#### Instructor-Led Courses

- Processing Online Payments
- Travel and Business Expense Reimbursement
- Petty Cash

*Click the course titles to view course descriptions, dates, and times, or visit the website [learning.jhu.edu](http://learning.jhu.edu)*