## 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
- Basic Accounting Principles
- Finance Overview including Chart of Accounts
- Business Transactions
- 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
- Budget Development
- Administrative Management of Training Grants and Fellowships
- Monitoring Subrecipient Activity
- Effort Reporting System – Admins
- Effort Reporting System – Certifiers
- Effort Refresher for Certifiers
- Closeout Procedures

**Instructor-Led Courses**
- Introduction to Coeus and Sponsored Projects
- Elements of Coeus Proposal Development and Budgeting
- Coeus Premium Proposal Development
- Coeus Premium Proposal Budgeting
- Departmental Budget Creator

**Job Aids**
- Effort Reporting System – Job Aid
- Hopkins Internal Audit Sponsored Award Compliance

### Account Management

**E-Courses**
- FF3-Analysis-Basic Navigation (Pre-Recorded)
- Monthly Account Management
- Non-Payroll Cost Transfer Policies and Procedures (required only for Non-Payroll Cost Transfer)

**FastFacts**
- Monthly Reconciliation Guidelines and Record Retention
- How to Deposit a Check

**Instructor-Led Courses**
- Introduction to Analysis
- Accounting Reconciliation
- Non-Payroll Cost Transfer
- Department Billing Specialist

### HR/Payroll Administration

**E-Courses**
- Organization Management Administration E-Course
- Hiring and Paying Homewood Students
- Managing Payroll for Leaves and Terminations

**FastFacts**
- Enhanced Hire ISR Form
- Hiring a Homewood Student
- 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-Shopping

**Instructor-Led Courses**
- Organization Management Admin
- Payroll Cost Transfer – eForms
- Time Entry

### Purchasing

**E-Courses**
- Purchasing Policies and Procedures
- 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

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Click the course titles to view course descriptions, dates, and times, or visit the website learning.jhu.edu

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