# SAP / Financial Program Sequence

## 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
- Federal Cost Principles – *not required for HR/Payroll Administration*
- SAP ECC Navigation – *not required for Purchasing nor Coeus*

## E-Courses

### Sponsored Projects
- 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
- Administrative Management of Training Grants and Fellowships
- Monitoring Subrecipient Activity
- Effort Reporting System – Admins
- Effort Reporting System – Certifiers
- Effort Refresher for Certifiers
- Closeout Procedures

### Account Management
- 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
- Account Reconciliation
- Non-Payroll Cost Transfer

### 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-Shop

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

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