

Financial Training Course <a href="#">FTD Calendar</a> <b>To Register for Training</b> <a href="http://knowledgelink.upenn.edu/">http://knowledgelink.upenn.edu/</a> <i>Tip: Search using one keyword</i> * Web-based + Instructor-Led	Required Training Prerequisites				Access Form	Responsible Training Department
	...Business at Penn Overview	...Chart of Accounts: Segments	...Using the COA within RCM	...Other		
Business at Penn Overview *						<a href="#">Financial Training Dept.</a>
Chart of Accounts: Segments *						<a href="#">Financial Training Dept.</a>
<b>BEN Financials</b>						
<b><i>BEN Balances</i></b>						
Using the Chart of Accounts within Responsibility Center Management (RCM) +	X	X				<a href="#">Financial Training Dept.</a>
General Ledger Inquiry/Reporting +	X	X	X		<a href="#">BEN Financials eForm</a>	<a href="#">Financial Training Dept.</a>
Manual Journal Entry (MJE) +	X	X	X	GL Inq/Rep MJE Interfund KB	<a href="#">BEN Financials eForm</a>	<a href="#">Financial Training Dept.</a>
MJE Interfund Knowledge Building *					<a href="#">BEN Financials eForm</a>	<a href="#">Financial Training Dept.</a>
Journal Entry Grant & Contract (G & C) Knowledge Building *	X	X	X	MJE		<a href="#">Financial Training Dept.</a>
Journal Entry Grant & Contract (G & C) Application Training *	X	X	X	MJE	<a href="#">BEN Financials eForm</a>	<a href="#">Financial Training Dept.</a>
Budget Journal Entry (BJE) +	X	X	X	MJE	<a href="#">BEN Financials eForm</a>	<a href="#">Financial Training Dept.</a>
Freeze/Grants +	X	X	X		<a href="#">BEN Financials eForm</a>	<a href="#">Financial Training Dept.</a>
<b><i>BEN Buys</i></b>						
Requisitioner +					<a href="#">BEN Financials eForm</a>	<a href="#">Financial Training Dept.</a>
Invoice Inquiry *					<a href="#">BEN Financials eForm</a>	<a href="#">Financial Training Dept.</a>
Purchase Order Manager +	X	X			<a href="#">BEN Financials eForm</a>	<a href="#">Financial Training Dept.</a>
<b><i>BEN Assets</i></b>						
BEN Assets Knowledge Building *						<a href="#">Financial Training Dept.</a>
BEN Assets Application Training +				BEN Assets KB	<a href="#">BEN Financials eForm</a>	<a href="#">Financial Training Dept.</a>
<b>Other Financial Training</b>						
Purchasing Card Knowledge Building *					<a href="#">Comptroller's Office Document/Forms</a>	<a href="#">Financial Training Dept.</a> 2/3 year requirement
Account Reconciliation Knowledge Building*						<a href="#">Financial Training Dept.</a>

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Operating Gifts & Endowments Knowledge Building*						<a href="#">Financial Training Dept.</a>
Hyperion Planning for End Users Penn-Tutorial *					<a href="#">Planning Access Request Form</a>	<a href="#">Budget and Management Analysis</a>
<b>PennWorks/Payroll/Personnel</b>						
Fair Labor Standards Act for Payroll Administrators						<a href="#">Financial Training Dept.</a>
PennWorks/Payroll/Personnel +	X	X		Fair Labor Standards Act for Payroll Administrators	<a href="#">Request for Admin Mainframe Logon ID</a>	<a href="#">Financial Training Dept.</a>
CPUP Payroll Integration +				PennWorks/Payroll/Personnel		<a href="#">Financial Training Dept.</a>
PennWorks Additional Pay Knowledge Building (KB_ for Submitters *						<a href="#">Financial Training Dept.</a>
PennWorks Additional Pay Application Training for Submitters *				PennWorks Add'l Pay KB	<a href="#">Request for Admin Mainframe Logon ID</a>	<a href="#">Financial Training Dept.</a>
PennWorks Additional Pay for Approvers *				PennWorks Add'l Pay KB & App Training	<a href="#">See Senior BA</a>	<a href="#">Financial Training Dept.</a>
PennWorks Salary Increase Program/Faculty Compensation (Various) *				PennWorks/Payroll/Personnel	<a href="#">See Senior BA</a>	<a href="#">Financial Training Dept.</a>
PennWorks FYxx Salary Increase Program Export Training, Role and Faculty Comp Rapid Entry Training *				PennWorks/Payroll/Personnel	<a href="#">See Senior BA</a>	<a href="#">Financial Training Dept.</a>
<b>Student Registration and Financial Services (SRFS)</b>						
Family Education Rights and Privacy Act FERPA Overview – SRFS*						<a href="#">Penn Audit, Compliance and Privacy</a>
PENNANT Training (Various)					<a href="#">Pennant Accounts - User Access Form</a>	<a href="#">Student Registration and Financial Services</a>
<b>Sponsored Projects Compliance</b>						
Sponsored Projects Compliance Certification Program (SPCCP) – A 10 part program	X	X	X			<a href="#">Office of Research Services (ORS)</a>

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PennERA – Proposal Development Knowledge Building (KB) for Administrators *						<a href="#">Office of Research Services (ORS)</a>
PennERA – Proposal Development System Training – Basic +				PennERA – KB for Admin	<a href="#">Proposal Development Access Request Form</a>	<a href="#">Office of Research Services (ORS)</a>
PennERA – Proposal Development System Training – Advanced (Budgeting) +				PennERA – KB for Admin & System Training- Basic	<a href="#">Proposal Development Access Request Form</a>	<a href="#">Office of Research Services (ORS)</a>
ERS (Effort Reporting System) Training +					<a href="#">PennERS Access Request Form</a>	<a href="#">Office of Research Services (ORS)</a>
<b>PennTEM Travel &amp; Expense Management</b>						
Concur Expense Report Approver Knowledge Building (KB) *					<a href="#">See Senior BA</a>	<a href="#">Financial Training Dept.</a>
Concur Expense Report Approver Application Training *				Concur Expense Report Approver KB	<a href="#">See Senior BA</a>	<a href="#">Financial Training Dept.</a>
BEN Web ADI for TEM Maintenance *					<a href="#">See Senior BA</a>	<a href="#">Financial Training Dept.</a>
<b>Office of the Treasurer</b>						
Payment Card Industry – Data Security Standards Workforce Education *						<a href="#">Financial Training Dept.</a> Annual requirement
BEN Deposits Knowledge Building (KB) *						<a href="#">Financial Training Dept.</a>
BEN Deposits Application Training *				BEN Deposits KB	<a href="#">Comptroller's Office Document/Forms</a>	<a href="#">Financial Training Dept.</a>
Petty Cash *					<a href="#">Office of the Treasurer Document/Forms</a>	<a href="#">Financial Training Dept.</a>
<b>Other Training</b>						
Data Warehouse – GL Collection – to register for 'Business Objects...' training, go to: <a href="http://www.upenn.edu/computing/isc/training/vendor/onlcoff.html">http://www.upenn.edu/computing/isc/training/vendor/onlcoff.html</a>	X	X			<a href="#">Data Warehouse eForm</a>	<a href="#">ISC Technology Training Services</a>

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Mission Continuity Knowledge Building *				Information Privacy and Security at Penn		<a href="#">Financial Training Dept.</a>
Mission Continuity Program: Shadow Planner Application *				Mission Continuity KB	<a href="#">Shadow-Planner Access Request Form</a>	<a href="#">Financial Training Dept.</a>
Space at Penn Knowledge Building (KB) *						<a href="#">Financial Training Dept.</a>
Space at Penn Application Training *				Space at Penn KB	<a href="#">1) Space@Penn Web Updater</a> <a href="#">2) Data: Space@Penn</a>	<a href="#">Financial Training Dept.</a>
Fundamentals of Driver Safety Curriculum Car (7 Modules); Van (9 Modules)						<a href="#">Office of Risk Management and Insurance</a> 3 year requirement
<i>Last Updated 03/15/16</i>						