

February 2022

BEN Financials hands-on application training is being delivered in-person. In-person training will be conducted in the 409 Franklin Building Training Room. FTD is following Penn's masking guidelines and each workstation is sanitized.

Register at <http://knowledgeink.upenn.edu>

	1 BEN Trng Database Maintenance	2 BEN Trng Database Maintenance	3 BEN Trng Database Maintenance Ind Srvc Provider 2:00 – 4:00	4 BEN Trng Database Maintenance
7 PO Manager (1 of 5) 9:00 – 1:00 Req Only 1:00 – 5:00	8 PO Manager (2 of 5) 9:00 – 1:00	9 PO Manager (3 of 5) 9:00 – 1:00 BEN Assets 2:00 – 4:30	10 PO Manager (4 of 5) 9:00 – 1:00	11 PO Manager (5 of 5) 9:00 – 1:00
14 Using COA w/RCM 9:30 – 12:30 Req Only 1:00 – 5:00	15 GL Inquiry/ Reporting 9:00 – 1:00	16 GL Inquiry/ Reporting 9:00 – 1:00	17 GL Manual Journal Entry 9:00-1:00 Req Only 1:00 – 5:00	18 GL Budget Journal Entry 9:30-12:00 GL Freeze Grant 12:00 – 12:30
21 PO Manager (1 of 5) 9:00 – 1:00	22 PO Manager (2 of 5) 9:00 – 1:00 Req Only 1:00 – 5:00	23 PO Manager (3 of 5) 9:00 – 1:00 Req Only 1:00 – 5:00	24 PO Manager (4 of 5) 9:00 – 1:00	25 PO Manager (5 of 5) 9:00 – 1:00

For more information, please see the Financial Training Department's webpage <https://www.finance.upenn.edu/about/financial-systems-training/financial-training/> or e-mail FTD at doftraining@pobox.upenn.edu

Please note: Prior to registering for a course above, be sure to read through the complete course descriptions found on the FTD website.

March 2022

BEN Financials hands-on application training is being delivered in-person. In-person training will be conducted in the 409 Franklin Building Training Room. FTD is following Penn's masking guidelines and each workstation is sanitized.

Register at <http://knowledgeink.upenn.edu>

28 BEN Trng Database Maintenance	1 BEN Trng Database Maintenance	2 Training Database Maintenance Ind Svc Provider 2:00 – 4:00	3 Training Database Maintenance	4 Training Database Maintenance
7 Using COA w/RCM 9:30 – 12:30 Req Only 1:00 – 5:00	8 GL Inquiry/Reporting 9:00 – 1:00 BEN Assets 2:00 – 4:30	9 GL Inquiry/Reporting 9:00 – 1:00	10 GL Manual Journal Entry 9:00-1:00	11 GL Budget Journal Entry 9:30-12:00 GL Freeze Grant 12:00 – 12:30
14 PO Manager (1 of 5) 9:00 – 1:00	15 PO Manager (2 of 5) 9:00 – 1:00	16 PO Manager (3 of 5) 9:00 – 1:00	17 PO Manager (4 of 5) 9:00 – 1:00	18 PO Manager (5 of 5) 9:00 – 1:00
21 Using COA w/RCM 9:30 – 12:30 Req Only 1:00 – 5:00	22 GL Inquiry/Reporting (1 of 2) 9:00 – 1:00 Ind Svc Provider 2:00 – 4:00	23 GL Inquiry/Reporting (2 of 2) 9:00 – 1:00 Req Only 1:00 – 5:00	24 GL Manual Journal Entry 9:00-1:00	25 GL Budget Journal Entry 9:30-12:00 GL Freeze Grant 12:00 – 1:00
28 BEN Trng Database Maintenance	29 BEN Trng Database Maintenance	30 BEN Trng Database Maintenance	31 BEN Trng Database Maintenance	1 BEN Trng Database Maintenance

For more information, please see the Financial Training Department's webpage <https://www.finance.upenn.edu/about/financial-systems-training/financial-training/> or e-mail FTD at doftraining@pobox.upenn.edu

Please note: Prior to registering for a course above, be sure to read through the complete course descriptions found on the FTD website.

April 2022

BEN Financials hands-on application training is being delivered in-person. In-person training will be conducted in the 409 Franklin Building Training Room. FTD is following Penn's masking guidelines and each workstation is sanitized.

Register at <http://knowledgeink.upenn.edu>

4 PO Manager (1 of 5) 9:00 – 1:00	5 PO Manager (2 of 5) 9:00 – 1:00 Req Only 1:00 – 5:00	6 PO Manager (3 of 5) 9:00 – 1:00 BEN Assets 2:00 – 4:30	7 PO Manager (4 of 5) 9:00 – 1:00	8 PO Manager (5 of 5) 9:00 – 1:00
11 Using COA w/RCM 9:30 – 12:30	12 GL Inquiry/ Reporting (1 of 2) 9:00 – 1:00	13 GL Inquiry/ Reporting (2 of 2) 9:00 – 1:00 Req Only 1:00 – 5:00	14 GL Manual Journal Entry 9:00-1:00	15 GL Budget Journal Entry 9:30-12:00 GL Freeze Grant 12:00 – 1:00
18 PO Manager (1 of 5) 9:00 – 1:00	19 PO Manager (2 of 5) 9:00 – 1:00 Ind Srvc Provider 2:00 – 4:00	20 PO Manager (3 of 5) 9:00 – 1:00	21 PO Manager (4 of 5) 9:00 – 1:00 Req Only 1:00 – 5:00	22 PO Manager (5 of 5) 9:00 – 1:00
25 BEN Trng Database Maintenance	26 BEN Trng Database Maintenance	27 BEN Trng Database Maintenance	28 BEN Trng Database Maintenance	29 BEN Trng Database Maintenance

For more information, please see the Financial Training Department's webpage
<https://www.finance.upenn.edu/about/financial-systems-training/financial-training/>
 or e-mail FTD at doftraining@pobox.upenn.edu

Please note: Prior to registering for a course above, be sure to read through the complete course descriptions found on the FTD website.