



March 2021

<p>All courses have move to a 'virtual classroom'. Feel free to register at http://knowledgeink.upenn.edu</p>				
1 PO Manager (1 of 5) 9:00 – 1:00	2 PO Manager (2 of 5) 9:00 – 1:00 Req Only 1:00 – 5:00	3 PO Manager (3 of 5) 9:00 – 1:00 Req Only 1:00 – 5:00	4 PO Manager (4 of 5) 9:00 – 1:00	5 PO Manager (5 of 5) 9:00 – 1:00
8 Using COA w/RCM 9:30 – 12:30	9 GL Inquiry/ Reporting (1 of 2) 9:00 – 1:00	10 GL Inquiry/ Reporting (2 of 2) 9:00 – 1:00 Req Only 1:00 – 5:00	11 GL Manual Journal Entry 9:00-1:00	12 GL Budget Journal Entry 9:30-12:00 GL Freeze Grant 12:00 – 1:00
15	16 ISP 10:00 – 12:00 Req Only 1:00 – 5:00	17 BEN Assets 9:30 – 12:30 Req Only 1:00 – 5:00	18	19
22 PO Manager (1 of 5) 9:00 – 1:00	23 PO Manager (2 of 5) 9:00 – 1:00	24 PO Manager (3 of 5) 9:00 – 1:00 Req Only 1:00 – 5:00	25 PO Manager (4 of 5) 9:00 – 1:00	26 PO Manager (5 of 5) 9:00 – 1:00
29 Using COA w/RCM 9:30 – 12:30	30 GL Inquiry/ Reporting (1 of 2) 9:00 – 1:00 Req Only 1:00 – 5:00	31 GL Inquiry/ Reporting (2 of 2) 9:00 – 1:00		

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

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April 2021

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			1 GL Manual Journal Entry 9:00-1:00	2 GL Budget Journal Entry 9:30-12:00 GL Freeze Grant 12:00 – 1:00
5 PO Manager (1 of 5) 9:00 – 1:00	6 PO Manager (2 of 5) 9:00 – 1:00 Req Only 1:00 – 5:00	7 PO Manager (3 of 5) 9:00 – 1:00	8 PO Manager (4 of 5) 9:00 – 1:00	9 PO Manager (5 of 5) 9:00 – 1:00
12	13 BEN Assets 9:30 – 12:30	14 Req Only 9:00 – 1:00	15 Req Only 9:00 – 1:00	16
19 Using COA w/RCM 9:30 – 12:30	20 GL Inquiry/ Reporting (1 of 2) 9:00 – 1:00 Req Only 1:00 – 5:00	21 GL Inquiry/ Reporting (2 of 2) 9:00 – 1:00 ISP 10:00 – 12:00	22 GL Manual Journal Entry 9:00-1:00	23 GL Budget Journal Entry 9:30-12:00 GL Freeze Grant 12:00 – 1:00
26 PO Manager (1 of 5) 9:00 – 1:00	27 PO Manager (2 of 5) 9:00 – 1:00	28 PO Manager (3 of 5) 9:00 – 1:00 Req Only 1:00 – 5:00	29 PO Manager (4 of 5) 9:00 – 1:00	30 PO Manager (5 of 5) 9:00 – 1:00

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May 2021

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3	4 Req Only 9:00 – 1:00	5 Req Only 9:00 – 1:00	6 BEN Assets 9:30 – 12:30	7
10 Using COA w/RCM 9:30 – 12:30	11 GL Inquiry/ Reporting (1 of 2) 9:00 – 1:00	12 GL Inquiry/ Reporting (2 of 2) 9:00 – 1:00 Req Only 1:00 – 5:00	13 GL Manual Journal Entry 9:00-1:00	14 GL Budget Journal Entry 9:30-12:00 GL Freeze Grant 12:00 – 1:00
17 PO Manager (1 of 5) 9:00 – 1:00	18 PO Manager (2 of 5) 9:00 – 1:00 Req Only 1:00 – 5:00	19 PO Manager (3 of 5) 9:00 – 1:00	20 PO Manager (4 of 5) 9:00 – 1:00	21 PO Manager (5 of 5) 9:00 – 1:00
24 Using COA w/RCM 9:30 – 12:30	25 GL Inquiry/ Reporting 9:00 – 1:00	26 GL Inquiry/ Reporting 9:00 – 1:00 Req Only 1:00 – 5:00	27 GL Manual Journal Entry 9:00-1:00 ISP 10:00 – 12:00	28 GL Budget Journal Entry 9:30-12:00 GL Freeze Grant 12:00 – 1:00
31 Memorial Day				

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June 2021

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	1	2 Req Only 9:00 – 1:00 Req Only 1:00 – 5:00	3 BEN Assets 9:30 – 12:30	4
7 PO Manager (1 of 5) 9:00 – 1:00	8 PO Manager (2 of 5) 9:00 – 1:00	9 PO Manager (3 of 5) 9:00 – 1:00 Req Only 1:00 – 5:00	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	15 GL Inquiry/ Reporting (1 of 2) 9:00 – 1:00 ISP 2:00 – 4:00	16 GL Inquiry/ Reporting (2 of 2) 9:00 – 1:00 Req Only 1:00 – 5:00	17 GL Manual Journal Entry 9:00-1:00	18 GL Budget Journal Entry 9:30-12:00 GL Freeze Grant 12:00 – 1:00
21	22 BEN Assets 9:30 – 12:30	23 Req Only 9:00 – 1:00	24	25
28 PO Manager (1 of 5) 9:00 – 1:00	29 PO Manager (2 of 5) 9:00 – 1:00	30 PO Manager (3 of 5) 9:00 – 1:00 Req Only 1:00 – 5:00	1 PO Manager (4 of 5) 9:00 – 1:00	2 PO Manager (5 of 5) 9:00 – 1:00

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