

Training Topics

Course	Course Name	Course Guide and Manual Development (estimate based on hours)	Elearning Development (hours)	Owner
101	FMS Fundamentals (updated for Adv 4)	0	116	26
102	FMS Business Intelligence (Updated for Advantage Insights)	10	116	26
103	Advance Report Development (updated for Advantage Insights)	10	84	26
104	Approver	49.5	58	26
201	General Accounting Overview	48	84	26
202	Budget Control	63.5	85	26
203	Journal Vouchers	46	84	26
204	Internal Transactions	49.5	84	26
205	Central Processing (Controller)	96.5	116	26
206	Central Processing (CAO)	49.5	84	26
207	General Accounting Overview (Department Administrators)	64	58	26
301	Accounts Payable Overview	41	116	26
302	Vendor Maintenance	69.5	58	26
303	Encumbrances	68	116	26
304	Payment Requests	64	58	26
305	Disbursements (Controller)	59.5	116	26
306	Disbursements (Department Users)	31.5	58	26
307	1099 Processing (new process)	116	116	26
308	Commodity Payment Requests	120	116	40
401	Accounts Receivable Overview	26.5	116	26
402	Customer Maintenance	58	84	26
403	Receivable and Billing Processing	48	84	26
404	Receipt Processing	96	84	26
404-A	Lockbox Processing	27.5	84	26
405	Delinquency, Collections, and Write-Off Processing	51.5	116	26
501	Cost Accounting Overview	61.5	116	26
502	Project and Task Setup	71.5	84	26
503	Work Order and Funding Setup	42.5	84	26
504	Labor and Usage Data	53.5	84	26
505	Overhead Processing	38.5	116	26
506	Cost Allocation	54.5	84	26
601	Department Ordering – RQS, CPO, BPO, Receiving	120	240	40
602	Centralized Procurement I – Part 1	120	116	40
602	Centralized Procurement I – Part 2	120	116	40
603	Centralized Procurement II	120	116	40
701	Inventory Management I	120	116	40
702	Inventory Management II	120	116	40
703	Inventory Replenishment	120	116	40
704	Inventory Mobile App	120	116	40
801	MSA Administration	96.5	116	26
802	Service Contracts Administration	96.5	116	26
803	Service Contract Performance Evaluation Administration	96.5	116	26
900	Security and Workflow Administration	96.5	116	26