Required or Strongly Recommended Training by Financial Systems Role

As of July 2023

	X Required
	X Strongly Recommended

Training Course	Role and System*											
	Financial Administration				Budget Admin.	Procurement		Expenses/Travel		Commitment Accounting		Other
	Cost Center Manager (WD)	Accountant (WD)	Driver Worktag Manager (WD)	Grant Budget Specialist, Grant Manager or Fin Admin working with grants	Budget Administrator (OB)	RQ Reviewer (WD)	P-Card Holder (WD)	Expense Preparer (WD)	Faculty Support Coordinators	MSS Approver (OUC)	EDR Processor (OUC)	Property Coordinator (WD)
Workday Overview and Basics	X	X	X	X	X	X	X	X	X			X
Workday Reporting		X						X				
Workday Journals	X	X	X	X								
Workday Spend Authorizations and Expense Reports								X				
Fundamentals of Travel Policies and Procedures	X		X					X	X			
Workday Procurement	X					X			X			
Workday Pcard Process and Approvals	X (if cost center used by Pcard)						X					
Procurement Policies/Procedures	X					X			X			
Accounts Payable Training	X	X	X	X								
Workday Foundation Data Model (FDM)	X	X	X		X	X		X				
Workday Grants				X					X			
Workday Business Assets												X
OneUSG Connect Manager Self-Service: Commitment Accounting										X	X	

*Systems:

WD = Workday

OB = OneBudget

OUC = OneUSG Connect