

**Required or Strongly Recommended Training by Financial Systems Role**

As of March 2024

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				
Accounting 101	X	X	X	X	X	X	X	X	X	X	X	X
Workday Foundation Data Model (FDM)	X	X	X		X	X		X				
Workday Journals	X	X	X	X								
Workday Managing Transactions and Approvals	X		X				X					
Workday Procurement	X					X			X			
Accounts Payable Training	X	X	X	X	X	X	X	X	X			X
Fundamentals of Travel Policies and Procedures	X	X	X	X	X	X	X	X	X			X
Procurement Policies and Procedures	X	X	X	X	X	X	X	X	X			X
Workday Pcard Process and Approvals	X (if cost center used by Pcard)						X					
Procure to Pay High-Level Overview	X	X	X	X	X	X	X	X	X			X
Workday Grants Concepts				X					X			
Workday Business Assets for Property Coordinators												X
OneUSG Connect Manager Self-Service: Commitment Accounting										X	X	
Budget 101: "The Colors of Money"	X	X	X	X	X	X	X	X	X	X	X	X

\*Systems:  
 WD = Workday  
 OB = OneBudget  
 OUC = OneUSG Connect