Common PS Financials Mistakes and How to Avoid Them

Class includes:
Finding Financial Information on GRU Webpages
Common PS Financials Errors that people make and How to Correct Them
Open Session for Audience Questions

Audience: Business Managers and Administrative Staff who use PS Financials

Dates & Times:
- November 18, 2014 – 9:00AM to 11:00AM in Health Sciences Bldg., Room # EC-1218
- December 15, 2014 – 9:00AM to 11:00AM in University Hall, Room # UH-221
- January 6, 2015 – 9:00AM to 11:00AM on Health Sciences Campus, Location TBA
- February 11, 2015 – 9:00AM to 11:00AM on Summerville Campus, Location TBA

Category Code and Requisition Workflow Training

Class includes:
What is a Category Code?
What is it used for and Why is it important?
How does the Category Code Affect my Requisition Workflow Approvals?
Hints to Choose the Correct Category Code

Audience: Business Managers and Staff who enter and/or approve requisitions

Dates & Times:
- December 5, 2014 – 10:00AM to 11:00AM in the Health Sciences Bldg., Room # EC-1211
- December 16, 2014 – 10:00AM to 11:00AM in University Hall, Room # UH-160
- January 8, 2015 – 10:00AM to 11:00AM on Health Sciences Campus, Location TBA
- February 3, 2015 – 10:00AM to 11:00AM on Summerville Campus, Location TBA

Purchasing and Contract Management

Class includes:
Overview of Different Methods of Procurement and Overall Contracting Process

Audience: Business Managers and Administrative Staff

Dates & Times:
- November 20, 2014 – 10:00AM to 11:00AM in University Hall, Room #UH-248
- December 4, 2014 – 10:00AM to 11:00AM in the Health Sciences Bldg., Room #EC-1211
- January 7, 2015 – 10:00AM to 11:00AM on Health Sciences Campus, Location TBA
- February 4, 2015 – 10:00AM to 11:00AM on Summerville Campus, Location TBA
PeopleSoft Reports and Inquires

**Class includes:**
- How to run the common Budget Reports
- How to use Budget Overview to find answers to your budget and expense questions
This class will be taught in a computer lab, so that hands-on training will be available.

**Audience:** Business Managers and Administrative Staff run reports to manage their department budgets

**Dates & Times:**
- November 17, 2014 – 9:00AM to 11:00AM in the Greenblatt Library, Room # AB-0127
- December 10, 2014 – 1:00PM to 3:00PM in University Hall, Room # UH-223
- January 13, 2015 – 9:00AM to 11:00AM in the Greenblatt Library, Room # AB-0127
- February 2, 2015 – 9:00AM to 11:00AM in University Hall, Room # UH-223

Requisitions and Health eShop

**Class includes:**
- How to Input Requisitions and Utilize Health eShop

**Audience:** Business Managers and Administrative Staff

**Dates & Times:**
- December 3, 2014 – 10:00AM to 11:00AM in the Greenblatt Library, Room #AB-0127
- December 12, 2014 – 10:00AM to 11:00AM in University Hall, Room #UH-223
- January 14, 2015 – 10:00AM to 11:00AM on Health Sciences Campus, Location TBA
- February 12, 2015 – 10:00AM to 11:00AM on Summerville Campus, Location TBA

P-Card Allocation Review and Refresher

**Class includes:**
- Compliance
- BOR, State of GA and GRU’s Policy and Procedures regarding P-Card use
- Allowable and Restricted Purchases
- Fraud
- P-Card Resources
- Sales Tax
- Documentation
- Accessing Works Payment Manager
- Cardholder’s and Approver’s Responsibility
- P-Card Do’s and Don’ts

**Audience:** Cardholders, Approvers and Managers

**Dates & Times:**
- November 21, 2014 – 10:00AM to 11:00AM in University Hall, Room #UH-160
- December 17, 2014 – 10:00AM to 11:00AM in the Greenblatt Library, Room #AB-0108
- January 21, 2015 – 10:00AM to 11:00AM on Health Sciences Campus, Location AB-0108
- February 17, 2015 – 10:00AM to 11:00AM on Summerville Campus, Location TBA
Sponsored Program Administration Grants and Contracts

Class includes:
- An Overview of Grants and Contracts
- Expending on a Sponsored Project
- Cost Transfers for Grants
- Cost Sharing
- Effort Reporting
- Hands-on Training for the PS Financials Grant Pages and Reports

This class will be taught in a computer lab, so that hands-on training will be available.

Audience: Business Managers and Administration Staff who assist faculty with financial management of sponsored grants (Class size limited to 30)

Dates & Times:
- December 2, 2014 – 9:00AM to 12:00PM in the Greenblatt Library, Room # AB-0127
- December 9, 2014 – 9:00AM to 12:00PM in University Hall, Room # UH-223
- February 6, 2015 – 1:00PM to 4:00PM on Summerville Campus, Location TBA
- February 10, 2015 – 9:00AM to 12:00PM in the Greenblatt Library, Room #AB-0127

How to Register for Training

To register for training classes, please send an email message to PS_FINANCIALS@gru.edu. In your email, include:
Your name
Phone #
Department Name
The classes that you want to register

You will receive an email back confirming your registration.