

**Accounting Policies, Procedures and Protocol Workshop Schedule (FY 12)**

Workshop #	Workshop Description	Trainers	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May/June	Jul
1 *	<b>Introduction to Accounting</b> -chapter I, II & III of the training materials	Gary	9/20 am SLA 2140			12/08 am SLA 2140			3/20 am SLA 2140			
2 *	<b>The Budget Process at RIT</b> -chapter IV	Kerry/Chris		10/6 am SLA 2140								
2 (a)*	<b>The Budget Process at NTID</b> -chapter IV	Mike/Anne/Kelli									5/10 am SDC 1300	
3*	<b>Understanding Journal Entries &amp; When to Use Transfers</b> -includes chapters V & VI	Gary/Kerry P			11/08 am SDC 1300							
4*	<b>Accounts Payable Processes</b> -chapter VII	Peg/Christa				12/06 am SLA 2140						
5*	<b>Accounting for Fixed Assets &amp; Capital Projects</b> -chapter VIII	Jane/Andrea					01/12 am SLA 2140					
6 *	<b>Payroll Processes</b> -chapter IX	Christa/Kitty			11/10 am SDC 1300							
7 *	<b>Using Oracle Reports to Reconcile Your Budget</b> -chapters XI & XII	Gary/Andrea	9/22 am SLA 2140						3/27 am SLA 2140			
8	<b>Introduction to Accounting for Grants &amp; Contracts</b> -chapter XIII	SPA staff		10/20 am SLA 2140				02/07 am SLA 2140				
9	<b>Accounting for Gifts, Endowment Earnings, and Other Projects</b> -chapter XIV	Sharon/Pricilla		10/18 am SLA 2140								
10*	<b>Purchasing Processes and Procedures</b> -chapter XV	Tina		10/4 am SLA 2140			01/26 am SLA 2140					
11*	<b>Travel Policies and Procedures</b> -Travel Policy and Procedure manual	Kitty		10/27 am SLA 2140						4/24 CC 2610		
12*	<b>Procurement Card Processes</b> -Procurement Card Guide	Valerie/Andrea	9/27 am SLA 2140		11/29 am SLA 2140			2/28 am SLA 2140		4/26 am SLA 2140		
13*	<b>Accounting and Payroll Forms</b> -CTO web page	Kitty	9/29 am SLA 2140									
14	<b>Balance Sheet Account Reconciliations</b> -Reconciliations for March and June Balance Sheet Accounts	Andrea							3/22 am SLA 2140			
15*	<b>Internal Controls &amp; Fraud in the Workplace Training</b>	Pat Didas		10/13 1:30 - 4 pm SLA 2140			1/17 1:30 - 4 pm SLA 2140			4/4 9 - 11:30 am SLA 2140		7/17 9 - 11:30 am SLA 2140
* Required for Accounting Certificate. Note, RIT employees must attend workshop 2, but not 2(a). NTID employees must attend workshop 2(a), but not 2.												
<b>Oracle Training (release 11i)--September through May (for new employees)</b>												
I	<b>Requisitions</b>	Becky	9/13 am	10/11 am	11/15 am	12/13 am	01/17 am	02/14 am	03/13 am	04/17 am	05/15 am	
II	<b>Journals Entries</b>	Gary	9/13 pm	10/11 pm	11/15 pm	12/13 pm	01/17 pm	02/14 pm	03/13 pm	04/17 pm	05/15 pm	
III	<b>Reports &amp; Inquiries</b>	Gary	9/15 am	10/13 am	11/17 am	12/15 am	01/19 am	02/16 am	03/15 am	04/19 am	05/17 am	
Note: Accounting workshops are held in the LSH (Louise Slaughter Hall). All classes are from 10am - 12pm except Internal Controls and Fraud in the Workplace. Oracle training classes are held in the F&A Accounting Lab in NRH. Requisition class is from 10:00am - 11:30am, Journal Entry class is from 12:15pm - 2:00pm, Reports & Inquiries class is from 10am - 12pm. Registration for all workshops is processed via the CPD web site: <a href="http://finweb.rit.edu/cpd/technology/accounting.html">http://finweb.rit.edu/cpd/technology/accounting.html</a> .												
<b>SPARC</b>												
I	<b>Introduction to Accounting for Grants &amp; Contracts</b>	Thursday/Tuesday		10/20 am SLA 2140				2/07 am SLA 2140				
II	<b>Other Direct Costs</b>	Tuesday						2/23 am SLA 2140				
III	<b>Compensation and Effort Reporting</b>	Tuesday								4/10 am TBD		
IV	<b>Accounting for Cost Share Commitments</b>	Tuesday							3/8 am SLA 2140			
V	<b>Audits and Compliance</b>	Tuesday									6/14 am SLA 2140	
	<b>Annual Refresher Workshop</b>	Thursday									6/21 am SLA 2140	
	<b>Compressed Modules</b>	The week of 7/25										