

Accounting Policies, Procedures and Protocol Workshop Schedule (FY 10)												
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	Lorraine	9/10 am CIMS 2140			12/10 am CIMS 2140			3/11 am CIMS 2140			
2 *	<b>The Budget Process at RIT</b> -chapter IV	Kerry/Chris		10/8 am CIMS 2140								
2 (a)*	<b>The Budget Process at NTID</b> -chapter IV	Mike/Anne/Janet									5/11 am SDC 1300	
3*	<b>Understanding Journal Entries &amp; When to Use Transfers</b> -includes chapters V & VI	Lorraine/Kerry P			11/19 am CIMS 2140							
4*	<b>Accounts Payable Processes</b> -chapter VII	Peg/Christa				12/08 am CIMS 2140						
5*	<b>Accounting for Fixed Assets &amp; Capital Projects</b> -chapter VIII	Jane/Andrea					01/21 am CIMS 2140					
6 *	<b>Payroll Processes</b> -chapter IX	Christa/Kitty			11/17 am CIMS 2240							
7 *	<b>Using Oracle Reports to Reconcile Your Budget</b> -chapters XI & XII	Gary/Andrea	9/15 am CIMS 2140						3/25 am CIMS 2140			
8	<b>Introduction to Accounting for Grants &amp; Contracts</b> -chapter XIII	SPA staff		10/22 am CIMS 2140				02/09 am CIMS 2140				
9	<b>Accounting for Gifts, Endowment Earnings, and Other Projects</b> -chapter XIV	Sharon/Pricilla		10/29 am CIMS 2140								
10*	<b>Purchasing Processes and Procedures</b> -chapter XV	Tina		10/27 am CIMS 2140			01/26 am CIMS 2140					
11*	<b>Travel Policies and Procedures</b> -Travel Policy and Procedure manual	Christa		10/20 am CIMS 2140						4/22am CIMS 2150		
12*	<b>Procurement Card Processes</b> -Procurement Card Guide	Valerie/Andrea	9/17 am CIMS 2140		11/24 am CIMS 2140			2/23 am CIMS 2140		4/29 am CIMS 2150		
13*	<b>Accounting and Payroll Forms</b> -CTO web page	Kitty	9/29 am CIMS 2140									
14	<b>Balance Sheet Account Reconciliations</b> -Reconciliations for March and June Balance Sheet Accounts	Andrea							3/09 am CIMS 2140			
15*	<b>Internal Controls Training</b>	Pat Didas		10/1 am CIMS 2130			1/12 am CIMS 2140			4/27 am CIMS 2140		7/27 am CIMS 2140
16*	<b>Fraud in the Workplace</b>	Pat Didas		10/6 am CIMS 2140				2/02 am CIMS 2140		4/20 am CIMS 2140		7/13 am CIMS 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>	Gary	9/22 am	10/13 am	11/10 am	12/15 am	01/12 am	02/16 am	03/16 am	04/13 am	05/18 am	
II	<b>Journals Entries</b>	Gary	9/22 pm	10/13 pm	11/10 pm	12/15 pm	01/12 pm	02/16 pm	03/16 pm	04/13 pm	05/18 pm	
III	<b>Reports &amp; Inquiries</b>	Gary	9/24 pm	10/15 pm	11/12 am	12/17 am	01/14 am	02/18 am	03/18 am	04/15 am	05/20 am	
Note: Accounting workshops are held mostly in the CIMS Building but a few are in the SDC Room 1300. All classes are from 10am - 12pm. Oracle training classes are held in the F&A computer 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.htm">http://finweb.rit.edu/cpd/technology/accounting.htm</a>												
<b>SPARC</b>												
I	<b>Introduction to Accounting for Grants &amp; Contracts</b>	Thursday/Tuesday		10/22 am CIMS 2140				2/09 am CIMS 2140				7/26 9-12 CIMS 2140
II	<b>Other Direct Costs</b>	Tuesday						2/25 am CIMS 2140				7/28 9-12 CIMS 2140
III	<b>Compensation and Effort Reporting</b>	Tuesday								4/13am CIMS 2140		7/28 1-4 CIMS 2140
IV	<b>Accounting for Cost Share Commitments</b>	Tuesday							3/16 am CIMS 2140			7/26 1-4 CIMS 2140
V	<b>Audits and Compliance</b>	Tuesday									6/15 am CIMS 2140	
	<b>Annual Refresher Workshop</b>	Thursday									6/22 am CIMS 2140	
	<b>Compressed Modules</b>	The week of 7/26										