

Accounting Policies, Procedures and Protocol Workshop Schedule (FY 08)

Workshop #	Workshop Description	Trainers	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
1 *	Intro to Accounting -chapter I, II & III of the training materials	Lorraine	X - 26 9/11 am			X 12/04 am			X 3/04 am		
2 *	The Budget Process at RIT -chapter IV	Kerry/Bill/Chris		X 10/02 am							
2 (a)*	The Budget Process at NTID -chapter IV	Mike/Anne/Janet									X 5/06 pm
3*	Understanding Journal Entries/When to Use Transfers -includes chapters V & VI	Lorraine/Kerry P				X 12/11 am					
4*	Accounts Payable Processes -chapter VII	Christa				X 12/11 pm					
5*	Accounting for Fixed Assets and Capital Projects -chapter VIII	Jane/Andrea			X		X 01/08 pm				
6 *	Payroll Processes -chapter IX	Christa/Kitty			11/13 am						
7 *	Oracle FSG & Standard Reports/Reconciling Statements -chapters XI & XII	Lorraine/Andrea	X - 28 9/11 PM						X 3/04 PM		
8	Accounting for Grants & Contracts -chapter XIII	SPFMS staff						X 02/05 am			
9	Accounting for Gifts, Endowment Earnings, and Other Projects -chapter XIV	Sharon/Pricilla									X 5/06 am
10*	Purchasing Processes and Procedures -chapter XV	Tina Karol		X 10/09 am			X 01/08 am				
11*	Travel Policies and Procedures -Travel Policy and Procedure manual	Christa/Mary Kay		X 10/09 pm						X 4/15 am	
12*	Procurement Card Processes -Procurement Card Guide	Valerie/Andrea	X - 28 9/18 pm			X 12/18 pm			X 3/18 pm		X 5/20 pm
13*	Accounting and Payroll Forms -CTO web page	Andrea/Kitty	X 9/25 am								
14	Balance Sheet Account Reconciliations	Andrea							X 3/18 am		
* 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.											
Oracle Training (release 11i)--September through May (for new employees)											
I	Requisitions	Gary	9/19 am	10/17 am	11/07 am	12/19 am	01/24 am	02/13 am	3/12 am	04/24 am	05/21 am
II	Journals	Gary	9/19 pm	10/17 pm	11/07 pm	12/19 pm	01/24 pm	02/13 pm	3/12 pm	04/24 pm	05/21 pm
III	Reports	Gary	9/19 pm	10/17 pm	11/07 pm	12/19 pm	01/24 pm	02/13 pm	3/12 pm	04/24 pm	05/21 pm
				NTID close							
Note: Accounting workshops are held in the CIMS Building. Morning classes are from 10 - 12. Afternoon classes are from 1 - 3. Oracle training classes are held in the F&A computer lab in NRS. Morning classes are from 10:00 - 11:30. Afternoon classes are from 12:30 - 4:15. Registration for all workshops is processed via the CPD web site: http://finweb.rit.edu/cpd/technology/											