

Training Schedule Overview

Finance Courses Taught by the ConnectCarolina Change Management Team

- Making University Deposits (formerly "Departmental Deposits")
- Contracts & Grants for Research Administrators
- Managing Budgets & Creating Budget Journals
- Managing Budgets for MOU Financial Leads
- Accounts Receivable/Billing
- Using the ImageNow Client (formerly "ViewStar")
- Building OBIEE Reports for Finance
- Working with Projects for Construction Audiences
- Administering Approval Workflow & Approvers
- Train-the-Trainer Course for Finance Campus Trainers
- Introduction to the New Version of ePro (Webinar)
- Changes to the P-Card System (Webinar)
- Changes to Travel for Travel Administrators (Webinar)
- Running Finance Reports, Queries & Inquiries (Large Venue Demo to go with the CBTs)
- Approving Finance Transactions (Large Venue Demo to go with the CBTs)
- Using the ImageNow Client

Courses Taught by Finance Campus Trainers

- Creating Vouchers (replaces check requests, SOP documents, and InDepth payment requests)
- Creating Journal Entries
- Creating Purchase Requisitions and Receiving
- Requesting New Vendors (replaces Web Vendor)
- Making Salary Source Changes

HR/Payroll Courses Taught by the ConnectCarolina Change Management Team

- ConnectCarolina Actions for HR Representatives
- Approving and Viewing HR Actions (both classroom and CBT)
- Building OBIEE Reports for HR/Payroll
- Running HR/Payroll Reports, Queries & Inquiries (Large Venue Demo to go with the CBTs)
- Using the ImageNow Client

Computer-Based Training

Finance CBTs

- ConnectCarolina 101 for Finance
- · Chartfields 101
- Ordering from the ePro 9.1 Vendor Catalogs
- Ordering CCI Computers Through ePro 9.1
- Updating Locations for Capital Assets
- Approving Changes for Capital Asset Locations
- Requesting New Chartfields
- Requesting Wire Transfers for Campus
- Approving Finance Transactions (includes campus vouchers, purchase requests, journal entries and budget journals)
- Verifying University Deposits
- ConnectCarolina for TIM Administrators
- Approving New Vendor Requests

Campus Solutions CBTs

 Reporting Award Funding with GradStar (formerly "Starlight")

HR/Payroll CBTs

- ConnectCarolina 101 for HR/Payroll
- Viewing Your Pay Stub
- Making Salary Source Changes
- Payroll Inquiries for Business Managers
- Working with GSHIP
- Registering for OHR Classes
- Originating Lump Sum Payments
- Originating Student Actions
- Approving and Viewing HR Actions (also a classroom session)

Reporting CBTs

- Overview of ConnectCarolina Reporting Options
- OBIEE End Users: Basic Navigation in OBIEE Reports and Dashboards (Finance and HR/Payroll versions)
- OBIEE End Users: Running Pre-Built OBIEE Reports (Finance and HR/Payroll versions)
- Running PeopleSoft Reports (Finance and HR/Payroll versions)
- Running Queries (Finance and HR/Payroll versions)
- Performing Inquiries (Finance and HR/Payroll versions)
- Grants Inquiry
- Budget Inquiry