

Comptroller's Office Training Descriptions & Schedule – Fall 2020

Trainings will be offered in-person (limited capacity) and via Zoom. Because in-person space for each session is limited to (20) people per session we ask that you RSVP your attendance for specific training dates to CMP.Training@nau.edu. Please be sure to indicate whether you will be attending in-person or via Zoom when RSVP'ing.

FY21 "Brave New World": (1 hour)

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| <i>Tuesday, September 15th</i> | <i>10:00-11:00AM</i> |
| <i>Tuesday, September 29th</i> | <i>10:00-11:00AM</i> |
| <i>Thursday, October 15th</i> | <i>10:00-11:00AM</i> |

Who should attend? Anyone who is responsible for making purchasing decisions and/or completing the administrative tasks associated with them.

Description: Provides an update on university procurement & purchasing policies and the business processes in the new fiscal year. Specific topics will include, but are not limited to the following:

- Purchasing Process & Policy Updates
- PCard Purchase Limits & Reconciliation Expectations
- Software & Technology Purchases
- Travel in FY2021
- Documentation Requirements
- Resources and Q&A

Public Purpose Training: (1 hour)

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| <i>Monday, September 14th</i> | <i>8:30-9:30AM</i> |
| <i>Tuesday, October 6th</i> | <i>9:00-10:00AM</i> |
| <i>Monday, November 2nd</i> | <i>8:30-9:30AM</i> |

Who should attend? Anyone who is responsible initiating or approving financial transactions.

Description: How to properly and thoroughly document transactions and write a complete public purpose. Specific topics will include, but are not limited to the following:

- What is a Public Purpose?
- Documentation Requirements by Transaction type – Requisition, PCard, Travel and Journal Transfer
- Audit Implications
- Resources and Q&A

Purchasing Card (PCard) Reconciler Training: (1 hour)

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| <i>Tuesday, September 22nd</i> | <i>2:00-3:00PM</i> |
| <i>Tuesday, October 20th</i> | <i>9:30-10:30AM</i> |
| <i>Tuesday, November 17th</i> | <i>9:30-10:30AM</i> |

Who should attend? All purchasing card cardholders as well as supervisors and administrative staff who approve purchases and/or complete or approve transfer of funds for PCard purchased goods and services.

Description: Provides a refresher of university procurement and purchasing card specific policies and the business processes associated with PCard purchases. Specific topics will include, but are not limited to the following:

- PCard Calendar Deadlines
- Reconciler Responsibilities
- Monthly Reconciliations How-to
- PCard Documentation Requirements
- Resources and Q&A

Traveler Policy Training: (2 hours)

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| <i>Thursday, September 17th</i> | <i>10:00AM - Noon</i> |
| <i>Wednesday, October 14th</i> | <i>1:00-3:00PM</i> |
| <i>Thursday, November 5th</i> | <i>10:00AM-Noon</i> |

Who should attend? All travelers, supervisors and administrative staff who review, generate, and/or approve travel and travel documentation.

Description: Provides an overview of university travel policies and the business processes associated with completing business travel. Specific topics will include, but are not limited to the following:

- Terminology
- Travel Policy for the Traveler
- Documentation Requirements
- Travel Timelines & Approval Routing
- Resources and Q&A

Exhibit J Training: How-To Complete (1 hour)

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| <i>Tuesday, September 22nd</i> | <i>10:00-11:00AM</i> |
| <i>Monday, October 19th</i> | <i>1:30-2:30PM</i> |
| <i>Tuesday, November 10th</i> | <i>2:30-3:30PM</i> |

Who should attend? Anyone responsible for initiating and completing a Travel Exhibit J.

Description: Provides step-by-step instruction on how to complete a Travel Exhibit J document as well as support documentation requirements. Specific topics will include, but are not limited to the following:

- When to complete an Exhibit J
- Completing the Form
- Documentation Requirements
- Resources and Q&A

Travel Expense Report Processing - Lab: (1.5 hours)

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| <i>Thursday, September 24th</i> | <i>10:00-11:30AM</i> |
| <i>Wednesday, October 21st</i> | <i>9:00-10:30AM</i> |
| <i>Monday, November 9th</i> | <i>9:00-10:30AM</i> |

Who should attend? Those responsible for entering travel reimbursement Expense Reports in PeopleSoft Financials.

Description: Provides step-by-step instruction on how-to update an employee's profile and initiate a travel Expense Report in PeopleSoft Financials.

Please note - All non-essential university-sponsored travel is suspended until further notice.