

UNCW Finance Course Catalog

Session lengths reflect a 30 minute time allowance for testing.

ACT – Accounting

ACT101 Introduction to Accounting

Prerequisites: BAN101, FIN101

Delivery Method: Presenter

Frequency: Monthly

Session Length: 2.5 hours

Learn about the UNCW Banner Chart of Accounts, FOAPAL, fund accounting, useful fund set-up and maintenance forms, as well as how to search for and locate fund/account numbers. Termination of funds and the impact of this process will be discussed. Also included in this course will be a look at the university's e-Print reporting tool utilizing reports such as FWRFNOR, FWRDEACCT and FWREXPACT which all generate useful information to those dealing with the Chart of Accounts.

ACT102 AP-Paying the Bills

Prerequisites: FIN101, ACT101

Delivery Method: Presenter

Frequency: Monthly

Session Length: 2 hours

Policies and procedures in the accounts payable process including check requests, vendor invoice delivery, direct deposit forms and regulations, the payment process, researching payments in Banner, important deadlines and payment distribution policies will be explained.

ACT103 Introduction to UNCW Travel

Prerequisites: FIN101

Delivery Method: Presenter

Frequency: Monthly

Session Length: 1.5 hours

Gain an introductory understanding of the tools, guidelines, policies and procedures of the UNCW travel program.

ACT104 General and Trust Funds

Prerequisites: ACT101

Delivery Method: Presenter

Frequency: Quarterly

Session Length: 1.5 hours

Just what are the differences between general and trust funds used at UNCW? Attend this session to learn the associated policies and procedures for use of each of these fund types.

ACT201 UNCW Employee Travel

Prerequisites: FIN101, ACT103

Delivery Method: Presenter

Frequency: Quarterly

Session Length: 1.5 hours

As employees of UNCW, travel is usually an integral part of our jobs. Attend this course to get an in-depth look at the guidelines, policies and procedures required for UNCW employee travel and reimbursement.

ACT202 Using UNCW E-Travel

Prerequisites: FIN101, ACT103, ACT201

Delivery Method: Instructor Led “Hands On”

Frequency: Quarterly

Session Length: 2 hours

Receive “hands on” training on the university’s electronic E-travel system. This course will teach you how to process UNCW employee travel and reimbursements. A must course for anyone that processes travel!

ACT301 Journal Entries

Prerequisites: ACT101

Delivery Method: Presenter

Frequency: Monthly

Session Length: 1.5 hours

Do you know the real purpose of a journal entry? This course introduces users to the different types and uses of journal entries. It provides guidance on how to create and submit journal entries, including the important policies and procedures guiding this process. This course will also instruct users who will be processing journal feeds on the policies, procedures, preparation, and submission of such feeds.

ACT302 Understanding Interdepartmental Transactions

Prerequisites: ACT101

Delivery Method: Presenter

Frequency: Quarterly

Session Length: 2 hours

Ever wonder why another department is sending you an invoice? This course provides an in-depth look into the different transactions that can occur between departments, interdepartmental invoices (IDIs) and the important policies and procedures governing such transactions.

ACT303 Non-Employee & Student Travel

Prerequisites: ACT103

Delivery Method: Presenter

Frequency: Quarterly

Session Length: 1.5 hours

Non-employee and student travel guidelines, policies and procedures are covered in this course.

BAN – Banner Finance

BAN101 Banner Navigation

Prerequisites: None

Delivery Method: Skillsoft

Frequency: Available 24/7

Session Length: 1.5 hours

Do you need Banner to perform tasks in your job? This session introduces the employee to the Banner product. Topics covered in this session include how to use My Banner and My Links to move quickly to a Banner form, passwords, form naming conventions, navigation, basic data standards and how they are used to perform queries and downloading data.

BAN102 Banner Decentralized Billing

Prerequisites: BAN101, FIN101, ACT101

Delivery Method: Instructor Led “Hands On”

Frequency: As Needed

Session Length: 2 hours

The decentralized billing process is used by specific departments to charge departmental funds for supplies, services, etc. Training sessions are specialized to address the particular billing requirements for a designated billing department. Please coordinate training needs for this session with the Financial Systems department.

BAN201 Requisition Create

Prerequisites: BAN101, FIN101, ACT101, BGT101, PUR101

Delivery Method: Instructor Led “Hands On”

Frequency: Monthly

Session Length: 4 hours

The electronic requisition create process encompasses many aspects of the Purchasing, Accounting and Budget areas of Finance. This course will teach the employee how to enter an electronic requisition in Banner while incorporating information learned from the PUR101, BGT101 and ACT101 sessions. Hands on exercises are the core of this session with emphasis placed on determining the best method to make a purchase.

BAN202 Managing Funds

Prerequisites: BAN101, FIN101, ACT101

Delivery Method: Instructor Led “Hands On”

Frequency: Monthly

Session Length: 2 hours

FRIGTRND is one of the most powerful and useful forms in Banner Finance. This course looks at the form in detail, explaining its data and uses including drill down to FGIDOCR. Also covered are rule codes, encumbrances, extracting data into a spreadsheet, and performing queries that will make the process of managing your funds easier and more time efficient.

BAN301 Banner Requisition/PO Query Forms

Prerequisites: BAN101, FIN101, BAN201

Delivery Method: Instructor Led “Hands On”

Frequency: Quarterly

Session Length: 2 hours

Learn how to tie all the pieces of the requisition to invoice payment process together using Banner forms. This session will cover Banner query forms that display requisition, purchase order, invoice, and check and fixed assets information. Encumbrance forms will also be discussed in detail. Upon completion of this session, an employee will be able to use FOIDOCH to determine the status of an order from the requisition process through to payment of the vendor.

BGT – Budgets

BGT101 Introduction to Budgets Tap Into “Understanding Your Budget”

Prerequisites: BAN101, FIN101, ACT101

Delivery Method: Presenter

Frequency: Monthly

Session Length: 2 hours

Learn the skills necessary to utilize the Banner Finance module to monitor and maintain your budget. Topics will include reading and understanding the budget data on Banner and determining if an NSF override is required and/or appropriate in Banner Finance.

BGT201 Banner Budget Revisions

Prerequisites: BGT101

Delivery Method: Instructor Led “Hands On”

Frequency: Monthly

Session Length: 1.5 hours

Do you need to move money between budget pools? This course will provide attendees with the skills necessary to prepare and input an on-line budget revision through the Banner Finance module.

BGT202 Understanding the UNCW Budget System

Prerequisites: None

Delivery Method: Presenter

Frequency: Quarterly

Session Length: 2 hours

Learn how UNCW ties the budget process to the university’s strategic goals from planning to resource allocation. This session is an informative experience in the types of UNCW funding, how these funds are used, the Banner Budget Request System and the allocation process. Timelines, roles and responsibilities of the UNCW community are outlined. Learn how you can have a voice in the budget process.

BGT203 Banner Budget Request System

Prerequisites: BGT202

Delivery Method: Instructor Led “Hands On”

Frequency: Quarterly

Session Length: 2 hours

Need to request money? This course will provide attendees with the skills necessary to prepare and input budget requests into the Banner Budget Request System.

**BGT301 Receipt Supported Budgets
Rock ‘n Roll...It’s Budget Time (Managing Receipt-Supported Budgets)**

Prerequisites: None

Delivery Method: Presenter

Frequency: Quarterly

Session Length: 2 hours

Learn the art of developing a receipt-supported budget. The training will include how to build a budget, identifying contingencies, developing student fee proposals, proper use of fund balance and discussing the HR piece of budget development.

**BGT302 General Funds Budgets
General Funds...The Bread and Butter (Managing Your State Budgets)**

Prerequisites: None

Delivery Method: Presenter

Frequency: Quarterly

Session Length: 2 hours

This is an in-depth guide for understanding the requirements of managing your general funds budget. Training includes how to use a SRCI Flex and when it is required, understanding carry-forward, the do’s and don’ts of using general funds money, reading and understanding Banner Finance and Banner HR screens, examining your base budget and budget overrides.

**BGT303 Banner Position Control
Stop Scrappin’ Around...Pasting the Banner HR Pieces Together**

Prerequisites: None

Delivery Method: Presenter

Frequency: Quarterly

Session Length: 2 hours

Ever wonder how to query for position related data in Banner HR? This class is an in-depth look at how to search for position related data. Find out who was paid in a position, how much they were paid, where the payment was charged and much more.

BGT304 Personnel Budgets
Banner Finance and Banner HR...Bridging the Gap

Prerequisites: BGT301, BGT302

Delivery Method: Presenter

Frequency: Quarterly

Session Length: 2 hours

Ever wonder how Banner Finance and Banner HR work together when dealing with personnel budget issues? Well, here is the class for you. Learn to read various Banner HR screens and understand what is required for different position scenarios such as re-classing a position or changing a funding source. In addition, this training session covers various Banner HR forms, the HR online system, lapsed salaries and benefits analysis.

BGT305 The Money Flow
Money Doesn't Grow on Trees

Prerequisites: None

Delivery Method: Presenter

Frequency: Quarterly

Session Length: 2 hours

Your father always said money doesn't grow on trees and he was right. Learn how UNCW receives its funds. This class will review the continuation budget, expansion budget, enrollment growth money, campus-based tuition increases, reversions, various budget documents used to bring money into the university and carry-forward rules.

CGT – Contracts & Grants

CGT101 Introduction to Contract & Grant Funds

Prerequisites: FIN101, ACT101

Delivery Method: Presenter

Frequency: Quarterly

Session Length: 1.5 hours

By attending this session, you will gain an introductory understanding of contract and grant funds at UNCW. Also, you will meet the grants officers and learn the basic necessities for the day-to-day management of contract and grant funds including the very important topic of allowable costs.

CGT201 Using Banner to View Contract & Grant Funds

Prerequisites: BAN101, CGT101

Delivery Method: Presenter

Frequency: Quarterly

Session Length: 1.5 hour

Attend this session to learn how to view contract and grant fund data with an emphasis on understanding transactions. In this session, we will teach you how to use e-Print to view contract and grant specific reports, provide you with a detailed explanation of the Banner forms FRAGRNT, FWRGITD and FWRGTRD and explain why we use these forms instead of FGIBAVL and FGITRND for contract and grant fund information.

CGT301 Managing Your Contract and Grant Funds

Prerequisites: CGT101

Delivery Method: Presenter

Frequency: Quarterly

Session Length: 1.5 hours

If you are responsible for managing a contract and grant fund, this course is a must for you. In this session, we will provide a detailed overview of processes that are specific to contract and grant funds. This will include such topics such as entering an HR request online and obtaining approvals for these requests; what can and cannot be purchased with grant funds; how subcontracts are handled; travel (both foreign and domestic); salary allocations- the “when” and “how to” reallocate funds; processing journal entries and other factors that affect the grant fund from start up to close out.

FIN – Finance

FIN101 Finance Orientation

Prerequisites: None

Delivery Method: Presenter

Frequency: Every Two Weeks

Session Length: 2 hours

As a new employee of the university, you may be overwhelmed by all the different finance processes and requirements needed to perform your job. This course will focus on giving you a basic understanding of the Finance group and what we can do to help you be successful in your job. An overview of each office, Budgets, Accounting, Financial Systems, Purchasing and Student Accounts will be provided.

FIN102 Year End Processing

Prerequisites: None

Delivery Method: Presenter

Frequency: Semi-Annual (October and March)

Session Length: 2 hours

Year end...we all must go through it! This session is designed to inform the attendee about the requirements for closing a fiscal year and the impact on the department including but not limited to closing general fund purchase orders, liquidating small balance encumbrances, closing standing orders, entering future requisitions and future year budgets.

FIN103 One-on-One Finance Training

Prerequisites: See course description

If you need additional one-on-one training to help progress through the Finance certification program, this session should be requested and scheduled through the Finance Training Coordinator.

FIN104 Departmental Finance Overviews

Prerequisites: See course description

Are there specific Finance topics that you would like to discuss at your departmental staff meetings? If so, please contact the Finance Training Coordinator to discuss your needs and scheduling requirements.

PUR – Purchasing

PUR101 Purchasing Processes I

Prerequisites: FIN101

Delivery Method: Presenter

Frequency: Monthly

Session Length: 2 hours

Do you know the rules for purchasing goods and services? Want to learn the differences between Requisitions and Purchase Orders? Do you know how and when to use check requests and State Term Contracts and contracting for goods and services in general? This course is a must for anyone who is responsible for purchasing. This course will serve as an introduction to Purchasing policy and procedures as well as a brief explanation of the option to use a purchasing VISA card for small purchases.

PUR201 Purchasing Processes II

Prerequisites: FIN101, PUR101, BAN201

Delivery Method: Presenter

Frequency: Monthly

Session Length: 2 hours

So you've attended Purchasing Processes I and have a basic understanding of procurement, but do you know when purchases have to be bid? Do you know when and how you can justify a sole source? This course picks up where *Purchasing Processes I* leaves off and tells the "rest of the story" regarding purchasing policies and procedures as well as details associated with competition.

PUR202 P-Card for Card Holders

Prerequisites: None

Delivery Method: Presenter

Frequency: Monthly

Session Length: 2 hours

This is a detailed class that will grant the attendee the right to use a UNCW Purchasing VISA Card; a payment tool for small purchases. The class will outline the cardholder responsibilities and summarize Purchasing Card policies and procedures as well as emphasizing the critical nature of compliance. Thorough review of the statement procedures and all deadlines surrounding submitting the statement to the Purchasing Office will be covered. This class also evaluates allowable and non-allowable purchases and explains the use of merchant category codes. In order to receive a Purchasing Card, completion of this class is mandatory. A cardholder set up form is required at least two weeks prior to attending this class. The form can be found at <http://www.uncw.edu/ba/purchasing/documents/CardholderSet-up08.pdf>.

PUR203 P-Card for Card Coordinators

Prerequisites: None

Delivery Method: Presenter

Frequency: Quarterly

Session Length: 1.5 hours

What is a card coordinator and what role do they play in the credit card process? This is a detailed class that will explain the role, responsibilities, policies and procedures that a card coordinator must understand. There will be a thorough examination of the UBusiness PACS application and the modification/reconciliation procedure. Banner FOAP information will be reviewed and the importance of FOAP maintenance as part of the PACS history will be discussed. Thorough review of the statement procedures and all deadlines surrounding reconciliation and submission of statements to the Purchasing Office will be covered. Completion of this course is mandatory to be designated as a card coordinator..

PUR204 P-Card for Budget Authorities

Prerequisites: None

Delivery Method: Presenter

Frequency: Quarterly

Session Length: 1 hour

Are you a budget authority for a departmental VISA credit card? Do you understand the importance of this role? This class will explain the role with emphasis on compliance, infraction policy and the importance of the Budget Authority in verifying a business purpose and available budget for the expenses.

PUR205 P-Card Refresher

Prerequisite: None

Delivery Method: Presenter

Frequency: As Needed

Session Length: 2 hours

This course is designed to be a refresher course that will be offered to individuals with P-Card responsibilities. It will be available to anyone who would like an update or as a referral to p-card users with compliance infractions.

PUR301 Independent Contractor Procedures

Prerequisites: None

Delivery Method: Presenter

Frequency: Quarterly

Session Length: 1.5 hours

Do you ever need to hire an independent contractor? This session will provide an overview of the procedure to correctly process the paperwork needed to contract an independent contractor to perform services for a department. After completing the course, participants will have an understanding of the forms required, when to use them, and the flow of paperwork throughout the process. Also discussed will be the identification of the appropriate use of a purchase order to encumber funds, the dollar thresholds at which contracts are required, processing payment, and other topics of interest. Handouts will include samples of forms, general guidelines, and links to information on the web.

PUR302 Fixed Assets/Equipment Tracking

Prerequisites: None

Delivery Method: Presenter

Frequency: Semi-Annually (April and October)

Session Length: 1 hour

The Fixed Assets/Equipment Tracking class is an overview of policies and procedures users should understand and follow to properly maintain the University's assets. The course will define "fixed asset" and identify items that belong in this group. Attendees will gain an understanding of the many uses of the Movable Equipment Form and the responsibilities associated with different options on the form. The course will also cover tagging of tracked equipment, annual inventory and Banner information screens to assist in the inventory process.

PUR401 Purchasing Policies for Management

Prerequisites: None

Delivery method: Presenter

Frequency: As Requested

Session Length: 2 hours

This course is designed as an overview of Purchasing Policies and Procedures for Managers and Faculty. After completion, participants should have a clear understanding of Purchasing policies and acceptable methods of purchasing goods and services.

RCT – Receipting

RCT101 Petty Cash Requests

Prerequisites: FIN101

Delivery Method: Presenter

Frequency: Monthly

Session Length: 1.5 hours

We will discuss important components of accurately completing a petty cash request form. These components include proper use of general and trust funds, who is authorized to sign a completed form, the use of multiple account numbers for the same receipt, the type of receipts that are accepted, the policies about what can be purchased and the limits for time and amount.

RCT201 Deposit Transmittals

Prerequisites: FIN101

Delivery Method: Presenter

Frequency: Monthly

Session Length: 1.5 hours

Learn the finer points of preparing a deposit including how to properly fill out a transmittal, how to bundle money correctly, how to prepare checks for deposit, how to use fund and account numbers correctly, how to apply for detail codes, what to write for explanations so reconciliation is easier, deadline times and who is eligible to sign a deposit transmittal. This course will also address the proper way to fill out Cash Receipting forms and the need for these forms to be reviewed and corrected in a timely manner.