

Finance 101 Trainings - April 27, 2021

Zoom Link	Title of Training	Time	Length	Presenter/Expert
https://csuci.zoom.us/j/85042967682	RETs/JETs and Data Warehouse Review	9:00a.m. - 10:00 a.m.	1 hour	Marina Moreno, Leslie Brotcke and Leo Cervantes
Description: Going over the RETs/JETs form - what is required for submitting a RETs/JETs to ensure they are posted timely. Data Warehouse review, come with a report you would like to have reviewed. Who should attend: This training session is for those who submit RETs and JETs and anyone who is creating reports in the Data Warehouse that would like to learn more about it. Bring your reports if you need help in creating.				
Zoom Link	Title of Training	Time	Length	Presenter/Expert
Description: Want to ensure your invoice will be processed timely? Learn the tips and tricks of what is needed when submitting an invoice. Who should attend: This training session is for those who submit invoices to Accounts Payable for payment.				
Description: Learn about submitting accruals for the yearend and learn about Prepaids.				
Who should attend: Anyone with the responsibility for processing departmental deposits				
Description: Information Technology Purchases - This training will serve as a refresher for "existing" users and provide the opportunity to ask specific questions about the full process. Who should attend: Individuals who purchase IT equipment and software.				
Description: Requisitions This training will serve as a refresher for New & Existing users: - What information is required on a requisition - What documents to attach				