

FBS Training Plan Task Questionnaire

Work with your supervisor, if necessary, to respond to the following statements regarding tasks for which you will be responsible in your position. It is always a good idea to have more than one person per office adept at all of these tasks, so we recommend a backup person attend training courses as well.

Check the tasks you will be responsible for or involved in. The column at the right will indicate which courses you should plan to attend within the first 6 months of your position.

Tasks – either responsible for, or need to know about:	Y/N	Type*	Courses
All New Hires dealing with financial information.	<input type="checkbox"/>	PW	Intro to FBS
Purchase supplies, equipment, furniture or services.	<input type="checkbox"/>	PW PW PW PW	Procurement Basics Accounts Payable University Accounting Principles Internal Controls
Properly pay invoices to outside vendors, individuals, consultants, using Check Requests, Campus Orders, Limited Purchase Orders, or other appropriate forms.	<input type="checkbox"/>	PW PW PW PW	Accounts Payable University Accounting Principles Tax Overview Internal Controls
Reimburse individuals for Travel expenses or pre-pay hotels, conference organizations or airfare expenses for University employees or visitors for business travel.	<input type="checkbox"/>	PW PW PW	Travel Accounting University Accounting Principles Internal Controls
Reserve airfare, rental cars, or lodging for employees, visitors, recruits, or groups that are traveling using University funds.	<input type="checkbox"/>	PW PW PW	Travel Reservations University Accounting Principles Internal Controls
Reconciliation or other General Ledger responsibilities, requires an understanding of Fund Accounting, Prepare or review Journal Entries. Responsible for petty cash or year-end tasks.	<input type="checkbox"/>	PW PW	University Accounting Principles Internal Controls
Responsible for making deposits to University activities or projects.	<input type="checkbox"/>	PW PW PW	Deposits – Online Forms University Accounting Principles Internal Controls
Your department sells goods or services to community outside the University and you are responsible for accounting of outside sales.	<input type="checkbox"/>	PW ST ST	Tax Overview UBIT Tax Sales Tax
Responsible for paying Non Resident Aliens any of the following: Independent contractor services, honorariums, scholarships, fellowships or payroll.	<input type="checkbox"/>	PW BP	Tax Overview Non Resident Alien Payments
Responsible for issuing Limited Purchase Checks to pay for small dollar purchases. (under \$1,000)	<input type="checkbox"/>	BP PW PW	Limited Purchase Check University Accounting Principles Internal Controls
Responsible for using Purchasing card to secure various supplies.	<input type="checkbox"/>	BP PW	Purchasing Cardholder Internal Controls
Responsible for allocating Purchasing card transactions to a University activity or project.	<input type="checkbox"/>	BP PW PW	Purchasing Card Reallocator University Accounting Principles Internal Controls
Responsible to pay tuition or partial tuition from University funds.	<input type="checkbox"/>	BP PW PW	Tuition Authorization University Accounting Principles Internal Controls
Manage or report on, spend from or discuss Endowments and their expendable accounts.	<input type="checkbox"/>	ST PW PW	Endowments 101 University Accounting Principles Internal Controls
Assist Principal Investigators with managing their research projects.	<input type="checkbox"/>	RT PW PW	RATS Certification University Accounting Principles Internal Controls

* course types: PW = Procedural Workshop; BP = Best Practice Workshop; ST = Special Topics; RT = RATS Certification.