

Training for Financial & Business Services

Your responsibilities	You should take
All New Hires dealing with financial information.	<ul style="list-style-type: none"> • Intro to FBS for New Hires
Purchase supplies, equipment, furniture or services.	<ul style="list-style-type: none"> • Procurement Basics • Accounts Payable • Internal Controls
Pay invoices to outside vendors, individuals, consultants, using Payment Requests, Campus Orders, Limited Purchase Orders, or other appropriate forms.	<ul style="list-style-type: none"> • Accounts Payable • Tax Overview • Internal Controls
Reimburse individuals for travel expenses, pre-pay hotels and conferences, airfare expenses for University employees or visitors for business travel. Reserve airfare, rental cars, or lodging for employees, visitors, recruits, or groups that are traveling using University funds.	<ul style="list-style-type: none"> • Travel Services • Internal Controls
Reconciliation/other General Ledger responsibilities, Fund Accounting, Prepare/ review Journal Entries. Responsible for petty cash/year-end tasks.	<ul style="list-style-type: none"> • Internal Controls
Make deposits to University Activity or Project.	<ul style="list-style-type: none"> • Deposits – Online Forms • Internal Controls
Your department sells goods or services to community outside the University and you are responsible for accounting of outside sales.	<ul style="list-style-type: none"> • Tax Overview • Sales Tax
Pay Non Resident Aliens any of the following: Independent contractor services, honorariums, scholarships, fellowships or payroll.	<ul style="list-style-type: none"> • Tax Overview • Non Resident Alien Payments
Issue Limited Purchase Checks to pay human subjects (Research departments).	<ul style="list-style-type: none"> • Limited Purchase Checks • Internal Controls
Use a Purchasing card to secure various supplies. Training is obtained after the Purchasing Card application is received and processed by the Purchasing Department.	<ul style="list-style-type: none"> • Purchasing Cardholder Training • Internal Controls
Allocate Purchasing card transactions to a University Activity or Project.	<ul style="list-style-type: none"> • Purchasing Card Reallocator Training • Internal Controls
Pay tuition or partial tuition from University funds.	<ul style="list-style-type: none"> • Tuition Authorization • Internal Controls
Manage, report, spend, or discuss Endowments and their expendable accounts.	<ul style="list-style-type: none"> • Endowment Income • Internal Controls
Assist Principal Investigators with managing their research projects.	<ul style="list-style-type: none"> • RATS Certification • Internal Controls