Course Description:
If you're a cost center manager, come learn the fundamentals of using the Colleague Financials (CF) module. When you leave this training, you will understand the GL account number structure, be familiar with custom and budget reports, and be able to look up account balance and encumbrance information. You will also learn essential information regarding such topics as budget transfers and petty cash distributions. (*Note: This training is required before CF access will be granted in the COLLIVE account.)

Audience:
• Cost center managers requiring access to the Colleague Financials (CF) module
• Admin assistants supporting cost center managers

Prerequisites:
• Required –
  ✓ IMT-1005 Introduction to Colleague
  ✓ IMT-1040 Procurement Basics
• Recommended –
  HRD-1012 FERPA Training

Course Outline:
• Understanding the parts of GL account numbers
  ✓ Fund
  ✓ Function
  ✓ Discipline (i.e. Cost Ctr)
    ▪ Division
    ▪ Department
    ▪ Discipline or fiscal year (grants)
  ✓ Object code
  ✓ Location

• Learn how to run CSM custom reports:
  ✓ Custom (XGLR)
    ▪ Division
    ▪ Department
    ▪ Discipline
    ▪ One account

• Understand the specifics of running and printing budget reports:
  ✓ Budget reports
    ▪ GLBA Budget to Actual
    ▪ GLSA Summary Account Availability
    ▪ GLBS Budget Status
    ▪ LGLA General Ledger Activity

Course Outline (cont’d):
• View Only Screens
  ✓ Account Balance ACBL
  ✓ Encumbrance ENCI

• Budget transfers
  ✓ Requirements

• Correcting errors

• Source Codes

• Petty cash distributions

Course Length:
• 2 hours

For more Technical Training information, visit:
http://info.csmd.edu/Training/technical

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