

**Accounting Policies, Procedures and Protocol Workshop Schedule (FY 19)**

| Workshop #  | Workshop Description   | Trainers       | Sept                  | Oct                            | Nov                    | Dec                  | Jan                          | Feb                 | Mar                 | Apr                           | May/June                |
|---|--|----------------|-----------------------|--------------------------------|------------------------|----------------------|------------------------------|---------------------|---------------------|-------------------------------|-------------------------|
| 1*  | <b>Introduction to Accounting</b><br>-chapter I, II & III of the training materials                        | On-line        |                       |                                |                        |                      |                              |                     |                     |                               |                         |
| 2*  | <b>The Budget Process at RIT</b><br>-chapter IV  | Molly          |                       | 10/16 AM<br>SLA 2130           |                        |                      |                              |                     |                     |                               |                         |
| 3*  | <b>Understanding Journal Entries &amp; When to Use Transfers</b><br>-includes chapters V & VI              | Gary/Molly     |                       |                                |                        | 12/10 AM<br>SLA 2140 |                              |                     |                     |                               |                         |
| 4*  | <b>Accounts Payable Processes</b><br>-chapter VII  | Yancey         |                       |                                |                        | 12/18 AM<br>SLA 2140 |                              |                     |                     |                               |                         |
| 5*  | <b>Accounting for Fixed Assets &amp; Capital Projects</b><br>-chapter VIII                                 | Jane           |                       |                                |                        |                      | 01/22 AM<br>SLA 2140         |                     |                     |                               |                         |
| 6*  | <b>Payroll Processes</b><br>-chapter IX  | Kitty          |                       |                                | 11/20 AM<br>SLA - 2140 |                      |                              |                     |                     |                               |                         |
| 7*  | <b>Using Oracle Reports to Reconcile Your Budget</b><br>-chapters XI & XII                                 | Gary/Christine | 9/18 AM<br>SLA - 2140 |                                |                        |                      |                              |                     | 3/26 AM<br>SLA 2140 |                               |                         |
| 8   | <b>Introduction to Accounting for Grants &amp; Contracts</b><br>-chapter XIII                              | On-line        |                       |                                |                        |                      |                              |                     |                     |                               |                         |
| 9   | <b>Accounting for Gifts, Endowment Earnings, and Other Projects</b><br>-chapter XIV                        | Pricilla       |                       | 10/4 AM<br>SLA 2140            |                        |                      |                              |                     |                     |                               |                         |
| 10*   | <b>Purchasing Processes and Procedures</b><br>-chapter XV  | Sharyl?        |                       | 10/25 AM<br>SLA 2140           |                        |                      | 01/10 AM<br>SLA 2140         |                     |                     |                               |                         |
| 11*   | <b>Travel Policies and Procedures</b><br>-Travel Policy and Procedure manual                               | Kitty          |                       | 10/30 AM<br>SLA 2140           |                        |                      |                              |                     |                     | 4/16 AM<br>SLA 2130           |                         |
| 12*   | <b>Procurement Card Processes</b><br>-Procurement Card Guide   | Valerie        | 9/25 AM<br>SLA 2140   |                                | 11/27 AM<br>SLA 2140   |                      |                              | 2/21 AM<br>SLA 2140 |                     | 4/23 AM<br>SLA 2140           |                         |
| 13*   | <b>Accounting and Payroll Forms</b><br>-CTO web page   | Kitty          | 9/27 AM<br>SLA 2130   |                                |                        |                      |                              |                     |                     |                               |                         |
| 14  | <b>Balance Sheet Account Reconciliations</b><br>-Reconciliations for March and June Balance Sheet Accounts | Gary/Christine |                       |                                |                        |                      |                              |                     | 3/21 AM<br>SLA 2140 |                               |                         |
| 15*   | <b>Internal Controls &amp; Fraud in the Workplace Training</b>   | Pat Didas      |                       | 10/16 9 - 11:30 AM<br>SLA 2140 |                        |                      | 1/17 1:30 - 4 PM<br>SLA 2140 |                     |                     | 4/16 9 - 11:30 AM<br>SLA 2140 |                         |
| * Required for Accounting Certificate. Note, RIT employees must attend workshop 2, but not 2(a). NTID employees must attend workshop 2(a), but not 2.   |  |                |                       |                                |                        |                      |                              |                     |                     |                               |                         |
| <b>Oracle Training (release 11i)--September through May (for new employees)</b>   |  |                |                       |                                |                        |                      |                              |                     |                     |                               |                         |
| I   | Requisitions 10-1130   | Sherry/Peg     | 9/11 AM               | 10/09 AM                       | 11/13 AM               |                      | 01/15 AM                     | 02/12 AM            | 03/12 AM            | 04/09 AM                      | 05/14 AM                |
| III   | Reports & Inquiries 12   | Gary           | 9/13 AM               | 10/11 AM                       | 11/15 AM               |                      | 01/17 AM                     | 02/14 AM            | 03/14 AM            | 04/11 AM                      | 05/16 AM                |
|   | Open Lab 1pm - 2pm   | Gary           | 9/17                  | 10/15                          |                        |                      | 1/21                         | 2/18                | 3/18                | 4/15                          | 5/20                    |
| Note: Accounting workshops are held in the LSH (Louise Slaughter Hall). All classes are from 10AM - 12PM except Internal Controls and Fraud in the Workplace. Oracle training classes are held in the LSH Lab Room 2160. Requisition class is from 10:00AM - 11:30AM, Reports & Inquiries class is from 10AM - 12PM. SPARC Workshops run from 9AM to 12 Noon. |  |                |                       |                                |                        |                      |                              |                     |                     |                               |                         |
| <b>SPARC</b>  |  |                |                       |                                |                        |                      |                              |                     |                     |                               |                         |
| I   | Introduction to Accounting for Grants & Contracts  | On-line        |                       |                                |                        |                      |                              |                     |                     |                               |                         |
| II  | Other Direct Costs   | Wed 9 - 11:30  |                       | 18-Oct<br>SLA 2140             |                        |                      |                              |                     |                     |                               |                         |
| III   | Compensation and Effort Reporting  | Wed 9 - 12     |                       |                                | 29-Nov<br>SLA 2140     |                      |                              |                     |                     |                               |                         |
| IV  | Accounting for Cost Share Commitments  | Wed 9 - 11:30  |                       |                                |                        |                      | 24-Jan<br>SLA 2140           |                     |                     |                               |                         |
| V   | Audits and Compliance  | Wed 9 - 11     |                       |                                |                        |                      |                              |                     | 14-Mar<br>SLA 2140  |                               |                         |
|   | Annual Refresher Workshop  | Wed 9 - 12     |                       |                                |                        |                      |                              |                     |                     |                               | 22-May<br>SLA 2210-2220 |
|   | Summer Salary  | Wed 9 - 10     |                       |                                |                        |                      |                              |                     |                     | 2-Apr<br>SLA 2210-2220        |                         |