

Munis Financial System End User Training Schedule

Training Session Topics	# of Sessions	Session Length	Training Dates
Requisition Entry	4	1/2 day	5/10/22; 5/11/22
Requisition Entry	4	1/2 day	5/12/22; 5/13/22
Contract Change Orders	3	1/2 day	5/17/22; 5/18/22
P-Card Payments	5	2 hrs	6/14/22; 6/15/22
Project Ledger String Entry	4	1/2 day	6/16/22; 6/17/22
General Journal Entries - GB and GL Reporting	1	1/2 day	6/15/22;
Budget Amendments and Transfers	9	1/2 day	6/7/22; 6/8/22; 6/9/22; 6/10/22; 6/14/22
General Billing Invoice Entry	1	1/2 day	6/15/22;
Workflow Approver Training - 2nd approver level and higher	3	2 hrs	6/2/22; 6/16/22
Workshops Pre GO-LIVE (Optional)	5	All day	5/18/22; 5/19/22; 6/21/22; 6/22/22; 6/23/22