

## Munis Financial System Training Schedule revised through November 3, 2022

### End User Training

Training Session Topics	# of Sessions	Session Length	Training Dates	Training Format
Requisition Entry	8	1/2 day*	5/10/22; 5/11/22; 5/12/22; 5/13/22	Virtual
PO Change Orders	2	1/2 day*	5/17/22; 5/18/22	Virtual
Contract Entry and Change Orders	2	1/2 day*	5/17/22; 5/18/22	Virtual
P-Card Payments	6	1.5 hrs	6/21/22; 6/22/22	Onsite
Budget Amendments and Transfers	9	1/2 day*	6/7/22; 6/8/22; 6/9/22; 6/10/22; 6/14/22	Onsite
Workflow Approver Training - REQ 2nd approver level and above	2	1.5 hrs	6/2/22;	Virtual
Workflow Approver Training - BTR 2nd approver level and above	2	1.5 hrs	6/16/22;	Onsite
Workflow Approver Training - 2nd level approvers REQ and/or BTR	2	1.5 hrs	6/22/22;	Onsite
Requisition Entry - Refresher	2	1.5 hrs	6/23/22;	Onsite
Workshops Pre GO LIVE (Optional)	3	All day	5/19/22; 6/2/22; 6/23/22	Virtual (5/19/22 & 6/2/22); Onsite (6/23/22)
Workshops GO LIVE Support (Optional)	7	All day	7/5/22-7/8/22; 7/12/22-7/14/22	Hybrid
Reporting Review	12	1.5 hrs	7/19/22; 7/20/22; 7/21/22	Hybrid
Hub Cards and Cube Training	9	1/2 day*	7/26/22; 7/27/22; 7/28/22; 7/29/22; 8/2/22	Hybrid (7/26/22-7/29/22); Virtual (8/2/22)
Next Year Budget Entry Training	4	1/2 day**	11/2/22; 11/3/22	Virtual

### FAS Staff Training

Project Ledger String Entry	1	1/2 day*	6/16/22;	Onsite
General Billing Invoice Entry	1	1/2 day*	6/15/22;	Onsite
General Journal Entries - GB and GL Reporting	1	1/2 day*	6/15/22;	Onsite
Pre GO LIVE Pre Support - Review all Settings & Signoff	4	All day	6/28/22; 6/29/22; 6/30/22; 7/1/22	Virtual
SSRS/TRS Training - IT staff only	3	All day	8/3/22; 8/4/22; 8/5/22	Virtual
Next Year Budget Entry	1	All day	10/5/22;	Virtual

\* 1/2 day classes are held from 8:30-12:00 and 1:00-4:30

\*\* 1/2 day classes are held from 9:00-12:00 and 1:00-4:00

#### Class Overviews:

**Heads of departments/agencies will be provided lists of intended participants for the larger training classes.**

**Requisition Entry** - intended for those individuals who currently enter requisitions in NWS and/or provide the 1st level of approval on a requisition

**PO Change Orders** - intended for only those few individuals in select departments/divisions who regularly need to amend POs

**Contract Entry and Change Orders** - intended for only a few departments that have open contracts and will post contract change orders against those contracts in Munis

**P-Card Payments** - intended for departmental staff responsible for breaking down credit card charges to appropriate GL accounts for payment

**Budget Amendments and Transfers** - intended for those individuals who currently enter and/or provide the 1st level of approval on BTRs in eBud

**Workflow Approver Training - REQ 2nd approver level and above** - intended for those individuals who provide upper level approvals on requisitions

**Workflow Approver Training - BTR 2nd approver level and above** - intended for those individuals who provide upper level approvals on BTRs

**Requisition Entry - Refresher** - intended for those individuals who attended the Requisition Entry class and would like a review of the REQ process before GO LIVE

**Workshops Pre GO LIVE** - optional open workshops prior to July 1 where staff can join the sessions to ask specific questions; these are not intended to be one-on-one training classes

**Workshops GO LIVE Support** - optional open workshops after implementation on July 1 where staff can join the sessions to ask specific questions; these are not intended to be one-on-one training classes

**Reporting Review** - a review of where to find and how to run reports in Munis (vendors, budgets, projects, etc.)

**Hub Cards and Cube Training** - intended for those who want to customize their dashboard using Hub cards and use Cubes to pull data into Excel for custom reports

**Next Year Budget Entry Training** - intended for departmental staff responsible for entering next year budget information