

Recommended Training (Financial):

Note: Many of these training opportunities can be offered at USFSP, upon request: HR@usfsp.edu

FST150	Accounting Concepts	<p>Attendees will learn a few basic accounting principles through discussion and illustration. These accounting principles will help clarify the information viewed in the modules of FAST and in the reporting systems that support FAST.</p> <p>Agenda:</p> <ul style="list-style-type: none"> - Introduction to the modules of FAST; - Introduction on how information flows through FAST and to related systems; - Learn basic accounting concepts such as balanced entries, cash basis vs. accrual basis, chart fields, debits and credits; - Introduction to USF's reporting cycles.
FST110	Financial Systems Introduction	<p>Discussion will include what the financial components are, how they integrate, and how to use them.</p>
FST126	Financial Systems Intermediate	<p>This course is an extension of the intro course. Offering info on modules, chart fields, flow or data and reporting</p>
FST108	PCard Holder Training	<p>This course covers topics including allowable and unallowable purchases, PCard security, required documentation, cardholder responsibilities, fraud, disputes, credit limits, and other topics. This course is required for all new PCard Holders.</p>
FST102	PCard Reconciliation	<p>In this training session, PCard Reconcilers will learn how to view P-Card charges, to enter chartfield information and descriptions, and to approve charges.</p>
FST103	PCard Reconciler Re-Certification Exam	<p>PCard reconcilers must complete training and testing for recertification every two years to retain their reconciler role in FAST. While the initial training must be an instructor-led training in a classroom, this online test will serve as a recertification.</p>
FSTTR1	Travel Submission	<p>This program covers how to review and update your travel profile and how to create and submit travel authorizations and travel expense reports.</p>
FST100	Purchasing Hands-on Requisition	<p>USF employees or affiliates who will be creating requisitions, approving requisitions, and receiving on POs should attend this training.</p>

FST300	Billing & Accounts Receivables	For those who have never used the FAST billing module or who would like a refresher, this program addresses the USF billing system for commercial business conducted with outside customers.
FST125	Banking and Cashiering	This program opens with a review of basic internal controls that apply to cash handling in departments. It also includes detailed presentation of reconciliation tips for bank card and e-check payments. This is recommended for anyone who works in any way with bank card payments presented either card-present or over the web. It is required for any staff working in any cashier office.
FST225	Reporting Finance Mart & FAST	Learn how to build financial reports, interpret the information in USF Finance Mart, and use document references to find detail information in FAST. Finance Mart is the official reporting system for USF. Training will also include use of FAST modules including general ledger, accounts payable, purchasing, and billing. This is conducted in a computer lab. Participants should possess the USF_INQUIRY security role in FAST and it would be helpful if participants have previously attended FST 126 Financial Systems Intermediate. Enrollment is through GEMS.
FND100	USF Foundations Overview	This session touches on all aspects of the Foundation Office of Business & Financial Services. Gain an understanding of the role of the Foundation within the USF System. Be introduced to the Business functions of the entity and the responsibilities of Accountable Officers, Fund Administrators and Initiators of Foundation transactions. Key aspects of deposit processes, fund management procedures and expenditure policies will be discussed. Objectives: Introduction to:- Deposits and Fund Management-Accounts Payable policies-How to use Online Business Processes to find Foundation information-Financial Tools. Enrollment is through GEMS.