

2020 Spring Learning & Development (L&D) Calendar Spectrum

Course Title	Location	Date Time	Instructor	Cost	Description
Intro to Spectrum/ Panther Mart	75 Piedmont Ave (Citizen's Trust Bank Building), Basement, Suite B	2.3.20 9am-noon	Spectrum Staff	None	This workshop provides training on the basic navigation of the PeopleSoft Financials and Panther Mart tools and basic concepts of Financials operations.
Financial Reports and Inquiries	75 Piedmont Ave (Citizen's Trust Bank Building), Basement, Suite B	2.3.20 1pm-4pm	Spectrum Staff	None	This workshop provides training on the various reports that are available to users and tell what the reports are used for i.e. expenditure review. The workshop covers how to find financial information quickly, view detailed information using drill down features for purchase orders, vouchers, payments, journals and your budget. Participants will also learn how to run reports, print reports and monitor their budgets.
Journal Entry	75 Piedmont Ave (Citizen's Trust Bank Building), Basement, Suite B	2.4.20 9 am- 12pm	Spectrum Staff	None	This workshop provides training on the general ledger module. A journal is the vehicle used to correct/adjust previously recorded transactions, process interdepartmental invoices, transfer expenditures, record departmental sales & service revenues, agency expenses and continuing education revenue and expenses. Participants will be taught how to create, modify, delete, print, and approve a journal, inquire on a journal and troubleshoot errors.
Panther Mart Requestor	75 Piedmont Ave (Citizen's Trust Bank Building), Basement, Suite B	2.5.20 9am-1pm	Spectrum Staff	None	This workshop provides training for those people who will be procuring goods and services, equipment purchases and consultant agreements. This workshop will cover shopping using catalog, non-catalog and punch-out catalog; assigning carts; reviewing carts and assigning accounting and workflow information; submitting the purchase requisition into workflow, approving transactions and receipting goods.

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Course Title	Location	Date Time	Instructor	Cost	Description
Panther Mart - Payment Request/Travel	75 Piedmont Ave (Citizen's Trust Bank Building), Basement, Suite B	2.6.20 9am-noon	Spectrum Staff	None	This workshop provides training for those people who will be requesting payments for less than \$5,000 and generally these transactions include processing invoices, reimbursements, payments to independent contractors/consultants, food purchases, non-employee travel reimbursements, relocation and moving expenses, scholarships/fellowships and stipends. This workshop also provides training for those people who process travel for their departments and/or units. Only Employee and Student travel will be processed using the Panther Mart Travel Authorization form.
Intro to Spectrum/ Panther Mart	75 Piedmont Ave (Citizen's Trust Bank Building), Basement, Suite B	3.23.20 9am-noon	Spectrum Staff	None	This workshop provides training on the basic navigation of the PeopleSoft Financials and Panther Mart tools and basic concepts of Financials operations.
Financial Reports and Inquiries	75 Piedmont Ave (Citizen's Trust Bank Building), Basement, Suite B	3.23.20 1pm-4pm	Spectrum Staff	None	This workshop provides training on the various reports that are available to users and tell what the reports are used for i.e. expenditure review. The workshop covers how to find financial information quickly, view detailed information using drill down features for purchase orders, vouchers, payments, journals and your budget. Participants will also learn how to run reports, print reports and monitor their budgets.

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Course Title	Location	Date Time	Instructor	Cost	Description
Journal Entry	75 Piedmont Ave (Citizen's Trust Bank Building), Basement, Suite B	3.24.20 9 am- 12pm	Spectrum Staff	None	This workshop provides training on the general ledger module. A journal is the vehicle used to correct/adjust previously recorded transactions, process interdepartmental invoices, transfer expenditures, record departmental sales & service revenues, agency expenses and continuing education revenue and expenses. Participants will be taught how to create, modify, delete, print, and approve a journal, inquire on a journal and troubleshoot errors.
Panther Mart Requestor	75 Piedmont Ave (Citizen's Trust Bank Building), Basement, Suite B	3.25.20 9am-1pm	Spectrum Staff	None	This workshop provides training for those people who will be procuring goods and services, equipment purchases and consultant agreements. This workshop will cover shopping using catalog, non-catalog and punch-out catalog; assigning carts; reviewing carts and assigning accounting and workflow information; submitting the purchase requisition into workflow, approving transactions and receipting goods.
Panther Mart - Payment Request/Travel	75 Piedmont Ave (Citizen's Trust Bank Building), Basement, Suite B	3.26.20 9am-noon	Spectrum Staff	None	This workshop provides training for those people who will be requesting payments for less than \$5,000 and generally these transactions include processing invoices, reimbursements, payments to independent contractors/consultants, food purchases, non-employee travel reimbursements, relocation and moving expenses, scholarships/fellowships and stipends. This workshop also provides training for those people who process travel for their departments and/or units. Only Employee and Student travel will be processed using the Panther Mart Travel Authorization form.
Intro to Spectrum/ Panther Mart	75 Piedmont Ave (Citizen's Trust Bank Building), Basement, Suite B	5.11.20 9am-noon	Spectrum Staff	None	This workshop provides training on the basic navigation of the PeopleSoft Financials and Panther Mart tools and basic concepts of Financials operations.

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Financial Reports and Inquiries	75 Piedmont Ave (Citizen's Trust Bank Building), Basement, Suite B	5.11.20 1pm-4pm	Spectrum Staff	None	This workshop provides training on the various reports that are available to users and tell what the reports are used for i.e. expenditure review. The workshop covers how to find financial information quickly, view detailed information using drill down features for purchase orders, vouchers, payments, journals and your budget. Participants will also learn how to run reports, print reports and monitor their budgets.
Journal Entry	75 Piedmont Ave (Citizen's Trust Bank Building), Basement, Suite B	5.12.20 9 am-12pm	Spectrum Staff	None	This workshop provides training on the general ledger module. A journal is the vehicle used to correct/adjust previously recorded transactions, process interdepartmental invoices, transfer expenditures, record departmental sales & service revenues, agency expenses and continuing education revenue and expenses. Participants will be taught how to create, modify, delete, print, and approve a journal, inquire on a journal and troubleshoot errors.
Panther Mart Requestor	75 Piedmont Ave (Citizen's Trust Bank Building), Basement, Suite B	5.13.20 9am-1pm	Spectrum Staff	None	This workshop provides training for those people who will be procuring goods and services, equipment purchases and consultant agreements. This workshop will cover shopping using catalog, non-catalog and punch-out catalog; assigning carts; reviewing carts and assigning accounting and workflow information; submitting the purchase requisition into workflow, approving transactions and receipting goods.
Panther Mart - Payment Request/Travel	75 Piedmont Ave (Citizen's Trust Bank Building), Basement, Suite B	5.14.20 9am-noon	Spectrum Staff	None	This workshop provides training for those people who will be requesting payments for less than \$5,000 and generally these transactions include processing invoices, reimbursements, payments to independent contractors/consultants, food purchases, non-employee travel reimbursements, relocation and moving expenses, scholarships/fellowships and stipends. This workshop also provides training for those people who process travel for their departments and/or units. Only Employee and Student travel will be processed using the Panther Mart Travel Authorization form.

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Query Development Basics	75 Piedmont Ave (Citizen's Trust Bank Building), Basement, Suite B	2.11.20	Spectrum Staff	None	This workshop provides training on the basic concepts of the PeopleSoft Financials Web query tool. A Query is an inquiry tool that allows users to easily retrieve specific data from the PeopleSoft system by specifying the records, fields and criteria to be applied to the search. Participants will be taught how to view existing queries, develop a basic query, use the selection criteria and aggregate functions, download query results to an excel spreadsheet and find data in the PeopleSoft system.
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