# SAP / Financial Program Sequence

## Introduction to Financial Administration Required E-Courses

These courses are required before taking instructor-led courses in the other categories. You may opt out of these courses by passing the Introduction to Financial Administration Assessment.

- The University as a Business Organization
- Finance Overview including Chart of Accounts
- Business Transactions
- Federal Cost Principles – not required for HR/Payroll Administration
- SAP ECC Navigation – not required for Purchasing nor Coeus

## Sponsored Projects

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<td>Purchasing Policies and Procedures (required for Shopping Cart course)</td>
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<td>Business Ethics Training for Foreign Field Offices</td>
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<td>Closeout Procedures</td>
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## FastFacts

- Budget Development for Grants
- Understanding Grant Master Data
- Revised Subrecipient Monitoring Policies and Procedures
- Analysis- Basic Navigation (required for Introduction to Analysis course)
- Monthly Reconciliation Guidelines and Record Retention
- How to Deposit a Check
- Department Billing Specialist
- Subrecipient Monitoring: How to Protect Yourself and the University

## Instructor-Led Courses

- Coeus courses must be taken in sequence.
- (Coeus 2) Proposal Development Detail: Assembling a Proposal
- (Coeus 3) Proposal Development Detail: fixing errors and understanding validations
- (Coeus 4) Proposal Development Detail, Workshop
- (Coeus 5) Proposal Budget Detail: Constructing a Detailed Budget
- (Coeus 6) Proposal Budget Detail, Workshop
- Sponsored IO Budget Distribution (GM_CREATE_BUDGET)

## Account Management

### E-Courses

- Monthly Account Management (required for Accounting Reconciliation course)
- Non-Payroll Cost Transfer Policies and Procedures (required only for Non-Payroll Cost Transfer course)

### FastFacts

- Analysis- Basic Navigation (required for Introduction to Analysis course)
- Monthly Reconciliation Guidelines and Record Retention
- How to Deposit a Check
- Department Billing Specialist
- Subrecipient Monitoring: How to Protect Yourself and the University

### Instructor-Led Courses

- Accounting Comes Alive
- Introduction to Analysis
- Advanced Analysis Skills
- Account Reconciliation
- Non-Payroll Cost Transfer

## HR/Payroll Administration

### E-Courses

- Hiring and Paying a Homewood Student
- Managing Payroll for Leaves and Terminations

### FastFacts

- Enhanced Hire ISR Form
- Hiring a Non-US Citizen
- Salary Overpayments
- Processing Leave of Absence ISRs in SAP
- E210 Time and Attendance Form
- Using the ZSR to Request SAP Roles: Now a One-Stop-Shop

### Instructor-Led Courses

- Organization Management Admin - ISRs
- Payroll Cost Transfer – eForms
- Time Entry

## Accounts Payable

### E-Courses

- Processing Online Payments E-Course
- Processing Online Payments Approver
- Travel and Business Expense Reimbursement Approver

### Instructor-Led Courses

- Processing Online Payments
- Travel and Business Expense Reimbursement
- Petty Cash

Click the course titles to view course descriptions, dates, and times, or visit the website learning.jhu.edu

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