## Sample Staffing Matrix

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Training Agenda: Fund Accounting Overview

Topics
High level overview of Fund Accounting Profile, reference tables, ledgers, basic transactions, and reports.

Duration
½ day

Prerequisites
None

Expected Outcome
At the conclusion of this training, users will be able to:
- Understand controls and parameters in the Fund Accounting Profile
- Understand the reporting structures defined in the Organization Chart and Project List
- Understand the creation of the Fund Accounting Ledgers
- Have an initial understanding of processing accounting transactions

Client Tasks
Following this training, clients are expected to:
- Prepare for the Chart of Accounts Workshop

Training Resources
Fund Accounting Documentation
Client Setup Worksheet
Fund Accounting Profile
- Fiscal Year / Period, Transaction Date
- Titles
- System Options
- Requisitions / PO's
- Funds / Accounts
- Attachments vs. Notes
- Accounts Payable

Reference Tables
- Organization Chart
- Project List
- Account List

General Ledger Entry and Display
- Set up Balance Sheet Accounts
- Batch Journal Entries
- Posing Online Journal Entries

Budget Ledgers and Display
- Expenditure Budgets
- Project Budgets
- Revenue Budgets
- Adjustments and Transfers

Accounts Payable Process
- Payable Entry
- Standard Payables
- Online vs. Batch
- Check Processing

Reports
- Financial Statements
- Audit Trails
- Accounts Payable

Additional Resources
- Fund Accounting Documentation
- Client Setup Worksheet

What’s Next?
- Chart of Accounts Workshop
- Conversion Toolkit Training (if applicable)
## Training Agenda: Purchasing Overview

<table>
<thead>
<tr>
<th>Topics</th>
<th>High level overview of the Purchasing reference tables, requisition, purchase order and change order processing, approvals and receiving process.</th>
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<tr>
<td>Duration</td>
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<tr>
<td>Prerequisites</td>
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| Expected Outcome | At the conclusion of this training, users will be able to:  
  - Understand the setup and use of the purchasing reference tables  
  - Understand how to create and approve requisitions, purchase orders, and change orders, and receive ordered materials. |
| Client Tasks | Following this training, clients are expected to:  
  - Prepare for the Purchasing / Accounts Payable Workshop |
| Training Resources | Purchasing Documentation  
  Client Setup Worksheet |

### Purchasing Reference Tables
- Approvals
- Commodity Codes
- Vendor List
- Account Approvals
- Shipping Codes
- Distribution Templates

### Requisitions
- Requisition Entry
- Requisition Printing
- Requisition Approval

### Purchase Orders
- Mass Convert Requisitions
- Purchase Order Approval
- Purchase Order Entry
- Purchase Order Printing

### Change Order Processing
- Change Order Entry
- Change Order Printing
- Change Order Approval
- Reprint Revised Purchase Order

### Receiving Process
- Receive Ordered Materials

### What's Next?
- Purchasing / Accounts Payable Workshop
Training Agenda: Chart of Accounts Workshop

**Topics**
Workshop to establish the details of the Fund Accounting profile, reference tables and ledgers

**Duration**
½ day

**Prerequisites**
Complete the Fund Accounting Overview Session

**Expected Outcome**
At the conclusion of this training, users will have:
- Established account ranges all account types,
- Defined all control accounts for the Fund Accounting Profile,
- Defined applicable levels of the reporting structure and Project List,
- Discussed Budget Control feature,
- Discussed pros and cons of the Full Account Window,
- Discussed numbering options for journal entries and budget transfers,
- Discussed optional Budget Adjustment/Budget Transfer approvals.

**Client Tasks**
Following this training, clients are expected to:
- Prepare for the Budget Preparation Conversion utilizing spreadsheet templates provided with the conversion programs,
- Prepare spreadsheet with all Organization Chart records, Account List records and Project List records,
- Prepare spreadsheet for all Expenditure, Revenue and Project records,
- Make final decisions on numbering options, Budget Adjustment/Budget Transfer approvals.

**Training Resources**
Fund Accounting Documentation
Client Setup Worksheet

**Workshop Procedures**
- Discuss Current Chart of Accounts
- Develop Account Ranges
- Discuss Budget Control Process
- Discuss Budget Adjustment/Budget Transfer Approvals
- Discuss Reporting Needs
- Design New Chart of Accounts
- Develop Organizational Structure
- Discuss Numbering Options

**What’s Next**
- Budget Preparation Conversion, if applicable
- Fund Accounting Phase 1: Profile, Reference Tables, Ledgers
Training Agenda: Purchasing / Accounts Payable Workshop

Topics  Workshop to discuss procedures for Purchasing, Accounts Payable and to establish the details pertaining to Purchasing and Accounts Payable in the Fund Accounting profile

Duration  ½ day

Prerequisites  Before this phase of the training, clients are required to:
- Complete the Fund Accounting Overview Session
- Complete the Purchasing Overview Session

Expected Outcome  At the conclusion of this training, users will have:
- Created an initial Approval Table list
- Created an initial Account Approval Table list, if applicable
- Reviewed Vendor List and discussed Vendor Conversion
- Discussed numbering options for requisitions and purchase orders
- Discussed optional implementation of Accounts Payable approvals
- Discussed overpayment controls

Client Tasks  Following this training, clients are expected to:
- Make final decisions regarding approval process, vendor list, overpayment controls and numbering options
- Prepare for the Vendor Conversion utilizing spreadsheet templates provided with the conversion programs

Training Resources  Purchasing Documentation
Fund Accounting Documentation
Client Setup Worksheet
Purchasing Workshop Procedures
- Discuss Current Procedures
- Review Potential Process Flows
- Account Approval Design
- Review Optio Purchase Order forms

Accounts Payable Workshop Procedures
- Discuss Current Procedures
- Discuss Accounts Payable Approvals
- Discuss Overpayment Options

Additional Resources
- Fund Accounting Documentation
- Purchasing Documentation
- Client Setup Worksheet

What's Next?
- Vendor Conversion, if applicable
- Fund Accounting Phase 3A: Purchasing Setup
- Fund Accounting Phase 3B: Purchasing Processing
- Fund Accounting Phase 4A: Accounts Payable Setup
- Fund Accounting Phase 4B: Accounts Payable Processing
Fund Accounting Training Agenda
Phase 1: Profile, Reference Tables, Ledgers

Topics
Fund Accounting system setup and configuration, chart of accounts and account structure setup, balance sheet, and ledgers. During this phase of training, printer installation will be verified and tested.

Duration
3 ½ days

Prerequisites
- Before this phase of training, clients are required to:
  - Complete the Fund Accounting Overview session.
  - Complete the Purchasing Overview session.
  - Complete the System Administration session, include all follow-up tasks.
  - Have available a copy of the current chart of accounts with account definitions and titles.
  - If applicable, complete the Budget Prep conversion process.

Expected Outcome
At the conclusion of this training, users will be able to:
- Understand the system Profile settings and reference tables.
- Create, search for, and identify budget codes.
- Display Budget and Transaction data.
- Submit Budget Transfers and Adjustments.
- Approve Budget Transfers and Adjustments.

Client Tasks
Following this training, clients are expected to:
- Verify and add remaining records to the Organization Chart, Account List, and Project List.
- Verify General Ledger records and Control Accounts.
- Create Views for all Users
- Populate the Approvals table for Adjustments and Transfers (if used).

Training Resources
Fund Accounting Setup Worksheet
Fund Accounting Documentation
User Views Supplement
Overview of eFinancePLUS System Administration Concepts
- Survey of Fund Accounting Workshop decisions
- Review account structure, dimension definitions, and terminology
- Review converted Budget Prep data.

Fund Accounting Profile
- Control Accounts
- Account Ranges
- Titles
- System Options
- Pros and Cons of Full Account
- Translation Table
- State Window

Reference Tables
- Organization Levels
- Reporting Structure
- Account List
- Project List
- Approval Statuses

Ledgers
- Balance Sheet
- Transactions
- Transaction Detail
- Budget Ledgers
- Budget Control
- Set Period/Display Through

Budget Ledger Modifications
- Budget Adjustment
- Budget Transfer
- Approvals

User Views
- Types of User Views
- Adding User Views
- Previewing Views
- Text Criteria Logic
- Advanced User Views
Reports
- Daily Transaction Listings
- Financial Statements

Printer Installation Testing
- Confirm IP Addresses

Additional Resources
- Fund Accounting Setup Worksheet
- Fund Accounting Documentation
- eLearning Course: Budget Preparation
- User Views Supplement

What’s Next?
- Verify and add remaining records to the Organization Chart, Account List, and Project List.
- Verify General Ledger records and Control Accounts.
- Populate the Approvals table for Adjustments and Transfers (if used).
- Phase 2A Training (Budget Preparation)
# Fund Accounting Management Training Agenda

## Phase 2A: Budgeting Setup

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<th>Topics</th>
<th>Budget Preparation system setup and configuration; discussion of budgeting concepts and processes, budget levels and scenarios, methods of budget entry.</th>
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<tr>
<td>Duration</td>
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| Prerequisites | Before this phase of training, clients are required to:  
| | • Complete the Fund Accounting Overview session.  
| | • Complete the System Administration session. |

## Expected Outcome

At the conclusion of this training, users will be able to:

- Configure the eFinancePLUS Budget Preparation System.
- Create, search, and modify Reference Tables.
- Understand budgeting concepts such as phases, levels, iterations, and projections.
- Develop customized budgeting methodology.

## Client Tasks

Following this training, clients are expected to:

- Prepare for Phase 2B: Budget Processing

## Training Resources

Budget Prep Documentation
### Discussion of Current Budgeting Practices
- Methods
- Timelines
- Levels
- Revisions

### Discussion of Budget Prep Module Concepts
- Phases and Iterations
- Applying Projections
- Budget Entry Methods
- Fund Rollovers
- Uploading Budgets
- Posting Budget

### Budget Prep Module Setup
- Profile Settings
- Reference Tables

### Develop Budgeting Process
- Review Budget Prep Module Concepts
- Determine budgeting method

### Additional Resources
- Budget Prep Documentation

### What’s Next?
- Revise budgeting process as needed in preparation for Phase 2B (Budget Processing)
Fund Accounting Management Training Agenda
Phase 2B: Budgeting Processing

Topics
Entering and editing budgets; applying budget projections; using budget phases and iterations; configuring and processing budget imports; budget administrator functions; and budget reports.

Duration
½ day

Prerequisites
Before this phase of training, clients are required to:
- Complete Phase 1: Reference Tables, Ledgers
- Complete Phase 2A: Budgeting Setup
- Complete eLearning Course FAM-2B
- Complete any additional tasks assigned in Phase 2A

This training includes a practical application component in which participants enter budget amounts. Participants who have a working budget available for entry will achieve the maximum benefit from this portion of training.

Expected Outcome
At the conclusion of this training, users will be able to:
- Use multiple methods to build budgets
- Apply budget projections by organization and/or account
- Upload data to create budgets in eFinancePLUS
- Selectively move budget amounts between standard levels
- Create, save, and compare budget scenarios
- Post approved budgets to the Fund Accounting system
- Implement customized budget methodology developed in Phase 2A

Client Tasks
Following this training, clients are expected to:
- Review the Budgeting Process Supplement
- Enter budget data in preparation for Phases 3, 4 and 5

Training Resources
- Budgeting Checklist Supplement
- Budget Prep Documentation
- eLearning Course: Budget and Ledgers
Review of eFinancePLUS Budgeting Process Concepts
- Standard Levels
- Implications of User Views
- Budget Control (Parent/Child Budgeting)
- Survey of Phase 2A decisions

Initiating a New Budget Year
- Fund Rollover Table
- Initial Budget Extraction
- Supplemental Extractions

Budget Entry Process
- Conventional Entry
- Enter Budget Details
- Detail Budgeting with Notes
- Entering Allocations for Future Years

Administrator Functions
- Displaying, Entering Budgets
- Moving Budgets
- Applying Projection
- Using Iterations and Phases
- Reporting on Scenarios
- Closing Phases/Final Iterations

Future Budgeting
- Budget Entry/Future Years’
- Calculate and Apply to Future Budget

Additional Resources
- Budgeting Process Supplement
- Budgeting Documentation
- eLearning Course FAM-2B

What’s Next?
- Review the Budgeting Process Supplement
- Enter budget data in preparation for Phases 3, 4 and 5
Fund Accounting Phase 2: Budgeting Checklist

This checklist is intended to be a quick reference guide. Please refer to the Budget Preparation manual for detailed information on the options used during the Budget Preparation process.

Preliminary Setup and Notes

Backing up the Database

1. All clients should perform a database backup prior to running the budget functions.
   • This does not apply to ASP clients.
2. The Backup Budget Preparation to Disk option can be run at any time by any client.

Verification

1. Compare the Year fields in both the Fund Accounting Profile and Budget Preparation Profile.
   • If the years indicated are the same, proceed with the budgeting process.
   • If the Budget Preparation Profile year is already advanced to the new fiscal year, initiate a support case with SunGard support before proceeding.
2. If any of your Funds are rolling into new Fund codes for the next budgeting year, use the New Year Fund Rollover table to define the source and target funds.
   • This step does not apply to Texas sites that use the Texas Crosswalk Table
   • This step does not apply to districts whose Fund values are not changing

Creating the New Budget Year

This option will copy current year information from the Fund Accounting Module into the Budget Preparation Module.

Extracting Budget Data

1. Extract accounting data for the new fiscal year into the Budget Preparation Module.
   • The Budget Preparation Manual explains the extraction options.
2. Update the following Reference Tables (if necessary) in the Budget Preparation Module.
   • Update the Organization Chart
   • Update the Account List
   • Update the Project List
# Fund Accounting Management Training Agenda

## Phase 3A: Purchasing Setup

<table>
<thead>
<tr>
<th>Topics</th>
<th>Purchasing system setup and configuration, vendors, requisition and purchase order approval setup, purchase order layout, client-specific purchasing processes, and administrator vs. end-user tasks/processes.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration</td>
<td>½ day</td>
</tr>
<tr>
<td>Prerequisites</td>
<td>Before this phase of training, clients are required to:</td>
</tr>
<tr>
<td></td>
<td>• Complete Phase 1: Reference Tables, Ledgers</td>
</tr>
<tr>
<td></td>
<td>• Load and verify all vendor information</td>
</tr>
<tr>
<td></td>
<td>• Load and verify budget amounts</td>
</tr>
<tr>
<td></td>
<td>• Define the process flow for the complete, current purchasing process</td>
</tr>
<tr>
<td>Expected Outcome</td>
<td>At the conclusion of this training, users will be able to:</td>
</tr>
<tr>
<td></td>
<td>• Understand and configure the Purchasing system options</td>
</tr>
<tr>
<td></td>
<td>• Create, search, and modify vendor records</td>
</tr>
<tr>
<td></td>
<td>• Define multiple levels of approval for requisitions and purchase orders</td>
</tr>
<tr>
<td></td>
<td>• Populate Purchasing system Reference Tables</td>
</tr>
<tr>
<td></td>
<td>• Develop the methodology to be used in eFinancePLUS</td>
</tr>
<tr>
<td>Client Tasks</td>
<td>Following this training, clients are expected to:</td>
</tr>
<tr>
<td></td>
<td>• Enter all additional vendors not previously converted</td>
</tr>
<tr>
<td></td>
<td>• Complete the Shipping Codes Table</td>
</tr>
<tr>
<td></td>
<td>• Complete the Approvals Table</td>
</tr>
<tr>
<td></td>
<td>• If applicable, complete the Account Approvals, Commodity Codes, and Distribution Templates Tables.</td>
</tr>
<tr>
<td></td>
<td>• Finalize Purchase Order Forms to be used</td>
</tr>
<tr>
<td></td>
<td>• Refresh the Training Database Prior to Phase 3B: Purchasing Processing</td>
</tr>
<tr>
<td>Training Resources</td>
<td>Purchasing Documentation</td>
</tr>
<tr>
<td></td>
<td>Purchasing Flowchart Supplement</td>
</tr>
<tr>
<td></td>
<td>Fund Accounting Client Setup Worksheet</td>
</tr>
</tbody>
</table>
Overview of eFinancePLUS Purchasing Process Concepts

- Review of current purchasing process
- Survey of Purchasing Workshop Decisions

Fund Accounting Profile

- Requisition Options
- Purchase Order Options
- Approval Mechanisms
- Encumbrances and Distributions
- Purchase Order Forms
- Miscellaneous Option

Vendors

- Review of vendor information
- Ordering vs. Remittance Addresses
- Additional Addresses
- Form 1099-M Data
- Vendor Discounting / Payment Terms
- Vendor ACH Setup
- Defined Windows
- Security Resources for Vendor info

Vendor Attachments

- Attachments
- Attachment Groups
- Attachment Security
- Security Resources

Defined Windows

- Accessing User-Defined Windows
- Creating User-Defined Window
- Creating Data Verification Tables

Approvals Table

- Approval Types
- Creating Approval Groups
- Sequence of Approvals
- Conditional Approval
- Account Approvals

Other Reference Tables

- Shipping Codes
- Distribution Templates
- Commodity Codes

Preparation for Phase 3B: Purchase Order Processing

- Determination of client-specific Purchasing Process and client tasks
Additional Resource
- Purchasing Documentation
- Purchasing Flowchart Supplement
- Fund Accounting Client Setup Worksheet

What's Next
- Enter all additional vendors not previously converted
- Complete the Shipping Codes Table
- Complete the Approvals Table
- Complete Account Approvals, Commodity Codes, and Distribution Templates Tables.
- Finalize Purchase Order Forms to be used
- Refresh the Training Database Prior to Phase 3B: Purchasing Processing
### Fund Accounting Management Training Agenda

#### Phase 3B: Purchasing Processing

**Topics**
Processing requisitions, purchase orders, change orders, approvals, receiving, and reviewing reports and displays associated with the purchasing process.

During this phase of training, test printing on finalized forms will occur.

**Duration**
½ day

**Prerequisites**
Before this phase of training, clients are required to:
- Complete Phase 3A: Purchasing Setup Training
- Load and verify all vendor information
- Load and verify budget amounts
- Complete eLearning Course: Purchasing
- Additional tasks as prescribed in Phase 3A

**Expected Outcome**
At the conclusion of this training, users will be able to:
- Understand their role in the eFinancePLUS purchasing process
- Submit, approve, and print requisitions
- Create and request changes to purchase orders
- Document the receipt of goods and services
- Display and report on requisitions, purchase orders, change orders, received materials, and encumbrances

**Client Tasks**
Following this training, clients are expected to:
- Print a purchase order to test Optio forms
- Review the Purchasing Flowchart Supplement
- Practice the purchasing process as determined in Phase 3A

**Training Resources**
- Purchasing Flowchart Supplement
- Purchasing Documentation
- eLearning Course: Purchasing
Overview of eFinancePLUS Purchasing Process Concepts

- Requisition vs. Purchase Orders
- Survey of Phase 3A decisions

Requisitions
- Adding a Requisition
- Distribution Types
- Adding Multiple Detail Lines
- Shipping Charges
- Attachments vs. Notes
- Copying Requisitions

Requisition Approval
- Approval Method
- Approval Statuses

Purchase Orders
- Mass Converting
- Purchase Order Entry
- Approval Methods
- Approval Statuses
- Printing Purchase Orders
- Exception Post
- General Ledger Transactions

Finalized Forms Test Printing – Client Milestone
- Print a Purchase Order using finalized Optio PO Forms and, if applicable) PO print stock

Change Order Processing
- Change Orders Defined
- When are Change Orders Used?
- Change Order Entry and Approval
- Printing Revised Orders

Receiving Process
- Receive Ordered Materials
- Correcting Receiving Errors

Displays and Reports
- Budget Ledgers
- General Ledger
- Encumbrances Display

Future Entry
- Changing the Period and Transaction Date
- Next Year Requisitions
- Next Year Purchase Orders
- Print an A/P check using finalized Optio A/P Forms and actual check stock
**Additional Resources**
- Purchasing Flowchart Supplement
- Purchasing Documentation
- eLearning Course: Purchasing

**What's Next?**
- Review the Purchasing Flowchart Supplement
- Practice the Purchasing Process as determined in Phase 3A
- Print a Purchase Order to test Optio forms
- Phase 4 Training (Accounts Payable Setup and Processing)
Fund Accounting Phase 3: Purchasing Flowchart

Requisition Process Flowchart

Approval Needed?  
\[\text{No} \rightarrow \text{Done!} \]
\[\text{Yes} \rightarrow \text{Approval Status?} \]
\[\text{Approved} \rightarrow \text{Requisition terminates} \]
\[\text{Denied} \rightarrow \text{Needs Correction} \]

Purchasing Order Process Flowchart

Approval Needed?  
\[\text{No} \rightarrow \text{PO Posted & Encumbrances Created} \]
\[\text{Yes} \rightarrow \text{Approval Status?} \]
\[\text{Approved} \rightarrow \text{Exceptions?} \]
\[\text{Yes} \rightarrow \text{Correct Errors} \]
\[\text{Denied} \rightarrow \text{Needs Correction} \]
\[\text{Needs Correction} \rightarrow \text{Modify Purchase Order} \]
\[\text{Purchase Order Terminates} \]

Mass Convert Reqs to POs  
Manually Enter Purchase Order

Modify Purchase Order  
Print & Email Purchase Orders  
Exception Post POs
Fund Accounting Management Training Agenda
Phase 4A: Accounts Payable Setup

Topics
Accounts Payable setup and configuration, vendors, setup of requisition and purchase order approval setup, purchase order layout, client-specific purchasing processes, administrator vs. end-user tasks/processes.

Duration
½ day

Prerequisites
Before this phase of training, clients are required to:
- Complete Phase 1: Reference Tables, Ledgers
- Load and verify all vendor information
- Load and verify budget amounts
- Define the process flow for the current accounts payable process

Expected Outcome
At the conclusion of this training, users will be able to:
- Understand and configure the Accounts Payable system options
- Create, search, and modify vendor records
- Define multiple levels of approval for accounts payable invoices
- Develop the accounts payable process to be used in eFinancePLUS

Client Tasks
Following this training, clients are expected to:
- Enter all additional vendors not previously converted
- Complete the Approvals Table
- Obtain layout/format information for the Bank Transmission File, Check Reconciliation File, and ACH File (as applicable)
- Verify 1099 data for all vendors
- Refresh the Training Database Prior to Phase 4B: Accounts Payable Processing

Training Resources
Fund Accounting Documentation
Fund Accounting Client Setup Worksheet
Accounts Payable Flowchart Supplement
Overview of eFinancePLUS Accounts Payable Concepts
- Review of current accounts payable process
- Survey Purchasing and Accounts Payable Workshop Decisions

Fund Accounting Profile
- Overpayment Options
- Approval Options
- Warnings and Defaults
- Processing Payroll Invoices
- Vendor Check Format

Reference Tables
- Distribution Templates
- Bank Account Information
- Payer List vs. Vendor List
- Batch Vendors

Vendors
- Review of vendor information
- Ordering vs. Remittance Addresses
- Additional Addresses
- Vendor 1099 Data
- Discounting and Payment Terms
- Defined Windows
- Security for Vendor Information

Vendor ACH Setup
- EFT Bank Codes
- Setting up ACH Vendors

Vendor Attachments
- Attachments
- Attachment Groups
- Attachment Security
- Security Resources
- Creating Data Verification Tables

Approvals Table
- Approval Types
- Creating Approval Groups
- Sequence of Approvals
- Conditional Approvals
- Account Approvals

Check Reconciliation Setup

Positive Pay Setup (Bank Transmission File)

ACH Setup (EFT Destination Table)

Preparation for Purchase Order Processing and Accounts Payable Processing
- Determination of client-specific Purchasing Process and client tasks
Additional Resources
- Fund Accounting Documentation
- Fund Accounting Client Setup Worksheet

What’s Next?
- Enter all additional vendors not previously converted
- Complete approvals tables as needed
- Obtain layout/format information for the Bank Transmission File, Check Reconciliation File, and ACH file (if applicable)
- Finalize Check Stock to be used for Accounts Payable
- Verify all vendor 1099 data
- Refresh the Training Database prior to the next phase of training
Fund Accounting Management Training Agenda
Phase 4B: Accounts Payable Processing

Topics
Accounts payable invoice entry, batch invoice processing, accounts payable approvals, vendor payments, voiding checks, closing purchase orders, and displays associated with the purchasing and payables process. During this phase of training, test printing on finalized forms will occur.

Duration
½ day

Prerequisites
Before this phase of training, clients are required to:
- Complete Phase 3B: Purchasing Processing
- Complete Phase 4A: Accounts Payable Setup
- Complete eLearning Course: Fund Accounting – Accounts Payable
- Have created, approved, and received on purchase order
- Complete all additional tasks prescribed in Phase 4A
- This training includes a practical application component in which participants will enter invoices and create checks. Participants who have existing invoices available for entry will achieve the maximum benefit from this component.

Expected Outcome
At the conclusion of this training, users will be able to:
- Understand their role in the eFinancePLUS accounts payable process
- Enter and post purchase order- and non-purchase-order payments
- Approve, deny, and submit changes to open payables
- Create and void accounts payable checks and EFTs
- Close purchase orders and liquidate encumbrances
- Display and report received items for payment, payables activity, vendor transactions, and check registers.

Client Tasks
Following this training, clients are expected to:
- Print an accounts payable check to test Optio forms
- Review the Accounts Payable Flowchart Supplement
- Practice the accounts payable process as determined in Phase 4A

Training Resources
Fund Accounting Documentation
Accounts Payable Flowchart Supplement
eLearning Course: Fund Accounting – Accounts Payable
Overview of eFinancePLUS Accounts Payable Concepts
- PO vs. Non-PO Payments
- Overview of Accounts Payable Process in eFinancePLUS
- Survey of Phase 4A decision

Entering Accounts Payable Invoices
- Posting Non-Purchase Order Payments
- Posting Purchase Order Payment
- Alternate Remittance Vendors
- Attachments to A/P Invoices

Processing Accounts Payable Invoices
- Accounts Payable Approvals
- Changing Accounts Payable Invoices
- Batch A/P Entry
- Releasing/Posting

Processing Vendor Checks
- Creating Vendor Checks
- Creating Vendor EFTs
- Due Date Usage
- Procedural Reports
- Aligning A/P Check Forms
- Check Register

Finalized Forms Test Printing – Client Milestone
- Print an A/P check using finalized Optio PO Forms and actual check stock

Electronic Vendor Payments
- Vendor EFT Setup
- EFT Pre-notes
- Vendor EFT Process
- Generating A/P Transmission File

Creating and Using Standard Payables
- Initial Setup and Invoice Entry
- Editing and Posting

Additional Accounts Payable Processes
- Manual Checks
- Batch Manual Checks
- Voiding Checks
- Closing Purchase Order

Review of Accounting Transactions
- Overview of A/P Accounting Entries
- Expenditure Ledger Activity
- Balance Sheet Activity
- Daily Transaction Listings
- Accounts Payable Reports
- Encumbrances Display
- Transactions Display
- Vendor Transactions Display
Additional Resources

- Fund Accounting Documentation
- Accounts Payable Flowchart Supplement
- eLearning Course: Fund Accounting – Accounts Payable

What’s Next?

- Print an accounts payable check to test Optio forms
- Review the Accounts Payable Flowchart Supplement
- Practice the accounts payable process as determined in Phase 4A
Fund Accounting Phase 4: Accounts Payable Flowchart

Accounts Payable Flowchart
Fund Accounting Management Training Agenda
Phase 5: General Ledger, Displays, Reports

Topics
Processing journal entries, receivables, receipts, period end and reviewing fund accounting displays, reports, and audit trails

Duration
½ day

Prerequisites
Before this phase of training, clients are required to:
- Complete eLearning Course: Fund Accounting – Journal Entries
- Complete eLearning Course: Fund Accounting – Cash Receipts

Expected Outcome
At the conclusion of this training, users will be able to:
- Create journal entries in Post or Batch processing
- Import, display, copy or reverse journal entries
- Process last year journal entries to period 13
- Create receivables in Post or Batch, where applicable
- Create receipts in Post or Batch
- Display balance sheets and ledgers
- Drill down to transactions from within ledgers
- Open detailed displays of transactions, vendor transactions, open payables and encumbrances
- Print all applicable fund accounting reports and audit trails
- Run Period End Process to advance the fiscal period

Client Tasks
Following this training, clients are expected to:
- Complete the Accounting Entries Supplement Worksheet
- Practice working with journal entries
- Practice working with receivables/receipts

Training Resources
Accounting Entries Supplement
Fund Accounting Documentation
eLearning Course: Fund Accounting – Journal Entries
eLearning Course: Fund Accounting – Cash Receipts
Journal Entries
- Balance Sheet
- Post Journal Entries
- Post Last Year Journal Entries
- Batch Journal Entries
- Batch Last Year Journal Entries
- Display Journal Entries
- Journal Entry Template

Receipts
- Post Receivables
- Batch Receivables
- Post Receipts
- Batch Receipts

Ledger Display
- Balance Sheets
- Expenditure Ledger
- Revenue Ledger
- Project Ledger

Detailed Displays
- Encumbrances
- Transactions
- Vendor Transactions
- Open Payables (Change Payables)

Reports
- Audit Trails
- Balance Sheets
- Budget Control Reports
- Daily Transaction Listings
- Expenditure Comparison Reports
- Expenditure Status Reports
- Financial Statements
- Project Status Reports
- Revenue Comparison Reports
- Revenue Status Reports
- System Maintenance

Periodic Processing
- Period End

Additional Resources
- Accounting Entries Supplement
- Fund Accounting Documentation
- eLearning Course: Fund Accounting – Journal Entries
- eLearning Course: Fund Accounting – Cash Receipts

What’s Next?
- Phase 6 – Cutover Procedures / Year End Procedures
Fund Accounting Phase 5: General Ledger Transactions

Instructions
1.) Write your funds and accounts from the Fund Accounting Profile in the table below.
2.) Review the accounting entries for each type of transaction.
3.) Process each transaction type in a training database and verify the accounting.
4.) Using the table on this page, complete, write the corresponding control accounts in the System Entries Worksheet section.

Funds/Control Accounts
Write your funds and accounts from the Fund Accounting Profile in the table below. Write in the account for each table in the accounting entries table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Fund/Account</th>
<th>Field</th>
<th>Fund/Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disbursement Fund</td>
<td>Payroll Fund</td>
<td>Cash</td>
<td>Payroll Cash</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>Tax Payable</td>
<td>Fund Balance</td>
<td>Budget Fund Balance</td>
</tr>
<tr>
<td>Expenditure Control</td>
<td>Exp. Budget Control</td>
<td>Revenue Control</td>
<td>Rev. Budget Control</td>
</tr>
<tr>
<td>Encumbrance Control</td>
<td>Payroll Enc. Reserve</td>
<td>Reserve for Encumbrance</td>
<td>Payroll Enc. Control</td>
</tr>
</tbody>
</table>
## Fund Accounting Management Training Agenda

### Phase 6: Cutover Procedures / Periodic Routines

<table>
<thead>
<tr>
<th><strong>Topics</strong></th>
<th>Cutover procedures for initial go-live, fiscal year end procedures, calendar year end procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Duration</strong></td>
<td>½ day</td>
</tr>
<tr>
<td><strong>Prerequisites</strong></td>
<td>Before this phase of training, clients are required to:</td>
</tr>
<tr>
<td></td>
<td>• Complete Phase 3B: Purchasing Process</td>
</tr>
<tr>
<td></td>
<td>• Complete Phase 4B: Accounts Payable Processing</td>
</tr>
<tr>
<td></td>
<td>• Complete Phase 5: General Ledger, Displays, Reports</td>
</tr>
<tr>
<td><strong>Expected Outcome</strong></td>
<td>At the conclusion of this training, users will be able to:</td>
</tr>
<tr>
<td></td>
<td>• Post or batch journal entries to post beginning balances</td>
</tr>
<tr>
<td></td>
<td>• Post or batch accounts payable entries for open accounts payable</td>
</tr>
<tr>
<td></td>
<td>• Enter open purchase orders</td>
</tr>
<tr>
<td></td>
<td>• Run fiscal year end procedures</td>
</tr>
<tr>
<td></td>
<td>• Run calendar year end procedures</td>
</tr>
<tr>
<td><strong>Client Tasks</strong></td>
<td>Following this training, clients are expected to:</td>
</tr>
<tr>
<td></td>
<td>• Prepare data for cutover process</td>
</tr>
<tr>
<td></td>
<td>o Purchase Orders</td>
</tr>
<tr>
<td></td>
<td>o Beginning Balances</td>
</tr>
<tr>
<td></td>
<td>o Budgets</td>
</tr>
<tr>
<td></td>
<td>o Period/Year in Profiles</td>
</tr>
<tr>
<td></td>
<td>• Test Fiscal Year-End Processing in a test or training database</td>
</tr>
<tr>
<td></td>
<td>• Test Calendar Year-End Processing in a test or training database</td>
</tr>
<tr>
<td><strong>Training Resources</strong></td>
<td>Year-End Procedures Guide</td>
</tr>
<tr>
<td></td>
<td>Fund Accounting Documentation</td>
</tr>
</tbody>
</table>
Initial Cutover Procedures
- Beginning Balances
- Open Encumbrances
- Open Accounts Payable
- Journal Entries – Mid Year Go-Live

Period-End Routines

Fiscal Year-End Routines
- Run and Verify Check Ledger Balances Report
- Run and Verify Audit Trails
- Create New Year Ledgers
- Backup Fund Accounting to Disk
- Update Ledgers
- Post Ledgers
- Roll Prior Year Encumbrances
- Interim Close
- Final Close

Calendar Year-End Routines
- 1099 Process
- Clear 1099 Amounts

Additional Resources
- Year-End Procedures Supplement
- Fund Accounting Documentation

What’s Next?
- Phase 7 – Financial Report Writer
### Fund Accounting Management Training Agenda

#### Phase 7: Financial Report Writer

<table>
<thead>
<tr>
<th>Topics</th>
<th>Create Reports in the eFinancePLUS Report Writer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration</td>
<td>½ day</td>
</tr>
<tr>
<td>Prerequisites</td>
<td>Before this phase of training, clients are required to:</td>
</tr>
<tr>
<td></td>
<td>• Complete Fund Accounting Phases 1-6</td>
</tr>
<tr>
<td>Expected Outcome</td>
<td>At the conclusion of this training, users will be able to:</td>
</tr>
<tr>
<td></td>
<td>• Determine how to best apply the Report Writer to their unique reporting needs</td>
</tr>
<tr>
<td></td>
<td>• Build and test a sample report</td>
</tr>
<tr>
<td>Training Resources</td>
<td>Fund Accounting Documentation</td>
</tr>
</tbody>
</table>

---

**Financial Report Writer**

- Definitions
- Output Formats
- Validate, Copy and Purge

---

**Additional Resources**

- Fund Accounting Documentation

**What's Next?**

- Phase 8 – Reconciliation Setup and Processing
Fund Accounting Management Training Agenda
Phase 8: Reconciliation Setup and Processing

Topics
Clear and unclear vendor checks, process check reconciliation file, create bank transmission file, process a bank reconciliation

Duration
½ day

Prerequisites
Before this phase of training, clients are required to:
- Obtain Check Reconciliation and Bank Transmission (Positive Pay) file specifications from their bank as applicable

Expected Outcome
At the conclusion of this training, users will be able to:
- Post and unclear vendor checks
- Create the file format records for Check Reconciliation
- Run Reconcile Checks from File program
- Create the file format records for Bank Transmission
- Run Bank Transmission File program
- Process Bank Account Reconciliation

Client Tasks
Following this training, clients are expected to:
- Successfully create a test Bank Transmission File and verify accuracy with their bank

Training Resources
Fund Accounting Documentation
**Check Reconciliation**
- Post Cleared Vendor Checks
- Unclear Vendor Checks

**Bank Transmission File (Positive Pay)**
- Bank Account Information
- Bank Transmission File Format

**Bank Account Reconciliation**
- Bank Account Information
- Bank Account Reconciliation
- Transactions for System Entries

- Check Reconciliation File Format
- Reconcile Checks From File

- Bank Transmission File
Training Agenda: Human Resources Overview

**Topics**
High level overview of Human Resources profile, reference tables, employee information and payroll processing.

**Duration**
½ day

**Prerequisites**
None

**Expected Outcome**
At the conclusion of this training, users will be able to:
- Understand controls and parameters in the Human Resources Profile
- Understand the setup and function of the payroll and personnel reference tables
- Understand how the Employee screens are populated and grouped to create the Employee database
- Have an initial understanding of payroll processing

**Client Tasks**
Following this training, clients are expected to:
- Prepare for the Payroll Tables Workshop

**Training Resources**
- Human Resources Documentation
- Human Resources Setup Worksheet
- Human Resources Setup Templates
- eLearning Course: Human Resources – Reference Tables
Human Resources Profile
- Local Systems Options
- Federal/State Reporting
- Payroll
- Direct Deposit Voucher Email

Payroll Reference Tables
- Bank Codes
- Deductions
- Leave Codes
- Pay Codes
- Departments
- Salary Schedules
- Calendars
- Tax Tables (Federal, FICA, State, Local)

Personnel Reference Tables
- Status Codes
- Termination Codes
- Locations
- Workers Compensation
- Certifications
- Degrees
- Assignment Codes
- Situation Types

Employee
- Employee Information
- Payroll Information
- Personnel Information
- History

Payroll Processing
- Setup Pay Run
- Timecard Load/Edit
- Edit Reports
- Pre-Calculation
- Checks and Direct Deposit
- Follow-up Activities

Additional Resources
- Human Resources Documentation
- Human Resources Setup Worksheet
- Human Resources Setup Templates
- eLearning Course: Human Resources – Reference Tables

What’s Next?
- Payroll Tables Workshop
Training Agenda: Payroll Workshop

Topics
Workshop to establish detailed codes for the Deduction Codes table, Leave Codes table and Pay Codes table.

Duration
1 day

Prerequisites
- Complete the Human Resources Overview Session

Expected Outcome
At the conclusion of this training, users will have:
- Established a spreadsheet containing all Deduction Codes
- Established a spreadsheet containing all Leave Codes
- Established a spreadsheet containing all Pay Codes

Client Tasks
Following this training, clients are expected to:
- Make final additions and changes to the above spreadsheet codes
- Prepare for Payroll Phase 1 training by gathering data for creation of these tables: Departments, Bank Codes, Salary Schedules, and Calendars

Training Resources
- Human Resources Documentation
- Human Resources Setup Worksheet
- Human Resources Setup Templates

Workshop Procedures
- Discuss current deductions and develop a spreadsheet containing all deduction codes
- Discuss current pay methods and develop a spreadsheet with all pay codes
- Discuss current leave scenarios and develop a spreadsheet containing all leave codes

What’s Next?
- Payroll Phase 1 – Payroll Tables
- Personnel Phase 1 – Personnel Tables
Human Resources Management Training Agenda:
Phase 1 (Payroll): Profile, Payroll Reference Tables

<table>
<thead>
<tr>
<th>Topics</th>
<th>Human Resources system configuration, table setup for employee demographic information, tax tables, salary schedules, calendars, direct deposit, deductions, and other personnel and payroll data. During this phase of training, printer installation will be verified and tested.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration</td>
<td>3 – 3½ days</td>
</tr>
<tr>
<td>Prerequisites</td>
<td>Before this phase of training, clients are required to:</td>
</tr>
<tr>
<td></td>
<td>• Complete HRM Overview and Workshops</td>
</tr>
<tr>
<td></td>
<td>• Complete HRM Setup Template Spreadsheet</td>
</tr>
<tr>
<td>Expected Outcome</td>
<td>At the conclusion of this training, users will be able to:</td>
</tr>
<tr>
<td></td>
<td>• Configure the Human Resources System Profile</td>
</tr>
<tr>
<td></td>
<td>• Add and maintain Payroll Reference Tables</td>
</tr>
<tr>
<td></td>
<td>• Create and maintain Salary Schedules</td>
</tr>
<tr>
<td></td>
<td>• Create and maintain Calendars</td>
</tr>
<tr>
<td>Client Tasks</td>
<td>Following this training, clients are expected to:</td>
</tr>
<tr>
<td></td>
<td>• Complete the HRM Profile</td>
</tr>
<tr>
<td></td>
<td>• Complete Payroll Tables</td>
</tr>
<tr>
<td></td>
<td>• Prepare the Employee Demographic Conversion File</td>
</tr>
<tr>
<td></td>
<td>• Prepare the Employee Deduction Conversion File</td>
</tr>
<tr>
<td>Training Resources</td>
<td>Human Resources Documentation</td>
</tr>
<tr>
<td></td>
<td>Human Resources Setup Worksheet</td>
</tr>
<tr>
<td></td>
<td>Human Resources Setup Templates</td>
</tr>
</tbody>
</table>
Overview of eFinancePLUS Human Resource Concepts
- Human Resource Profile Purpose
- Survey of Workshop Decisions

Payroll Tables
- Adding a New Table
- Editing Tables
- Deleting Tables

Mandatory Reference Tables
- Calendars
- Departments
- Leave Codes
- Deductions
- Pay Codes
- Salary Schedules
- Bank Codes
- Group Life Insurance

Tax Tables
- Federal Tax Codes
- FICA Codes
- Local Tax Codes
- State Tax Codes

Job Class Tables
- Job Classes
- Calendars
- Schedules
- Deductions
- Leave Codes
- Pay Code

Pre-Defined Tables
- Pay Groups
- Frequencies
- Pay Method
- Pay Types
- FIPS Codes

Optional Tables
- Additional Duty Tables
- Check Reconciliation File Format
- Position Types

Printer Installation Testing
- Confirm IP Addresses

Direct Deposit Testing
- HRM Profile Direct Deposit information
- Submit pre-notification file
MC-OECN

Section 2 | Training Agendas and Supplements

Additional Resources
- Human Resources Documentation
- Human Resources Setup Worksheet
- Human Resources Setup Templates

What’s Next?
- Prepare Employee Demographic Conversion File
- Phase 1 Personnel Training
## Human Resources Management Training Agenda: Phase 1 (Personnel): Profile, Reference Tables

<table>
<thead>
<tr>
<th>Topics</th>
<th>Review Human Resource Profile, Create Personnel Tables.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration</td>
<td>½ day</td>
</tr>
<tr>
<td>Prerequisites</td>
<td>Before this phase of training, clients are required to:</td>
</tr>
<tr>
<td></td>
<td>• Complete HRM Overview and Workshops</td>
</tr>
<tr>
<td></td>
<td>• Complete HRM Setup Template Spreadsheets</td>
</tr>
<tr>
<td></td>
<td>• Complete Payroll Phase 1 Training</td>
</tr>
<tr>
<td>Expected Outcome</td>
<td>At the conclusion of this training, users will be able to:</td>
</tr>
<tr>
<td></td>
<td>• Configure the Human Resource Profile</td>
</tr>
<tr>
<td></td>
<td>• Add and maintain Personnel Reference Tables</td>
</tr>
<tr>
<td>Client Tasks</td>
<td>Following this training, clients are expected to:</td>
</tr>
<tr>
<td></td>
<td>• Complete the HRM Profile</td>
</tr>
<tr>
<td></td>
<td>• Complete Personnel Reference Tables</td>
</tr>
<tr>
<td></td>
<td>• Prepare the Employee Demographic conversion file</td>
</tr>
<tr>
<td>Training Resources</td>
<td>Human Resources System Documentation</td>
</tr>
<tr>
<td></td>
<td>Human Resources Setup Worksheet</td>
</tr>
<tr>
<td></td>
<td>Human Resources Setup Templates</td>
</tr>
</tbody>
</table>
Overview of eFinancePLUS Human Resource Personnel Record Concepts

- Overview of tables necessary for core and edge applications

Locations

- Work/Check/Base Location
- Personnel Locations Table
- Security Locations Table

Recommended Personnel Tables

- Race Codes
- Status Codes
- Workers’ Compensation Codes
- Suffix Codes
- Termination Codes

Optional Personnel Tables

- Bargaining Units
- Employee Types
- Job Skills
- Other Interest
- Situation Types
- User Defined Codes

Optional Education Tables

- Degree Levels
- Degree Subject Types
- Degree Schools
- Degree Subjects
- Degrees

Highly Qualified and Certification Records

- Assignment Codes
- Qualification Codes
- Requirement Codes
- Certification Areas
- Certification Types
- License Types
- Credential Codes

Human Resources Reference Table Available for Conversion

- Assignment Codes
- Bank Table
- Location (HR)
- Certification Areas
- Certification Types
- Departments
- Degree Schools
- Degree Subjects
- User Defined
Additional Resources
- Human Resource System Documentation
- Human Resources Setup Worksheet
- Human Resources Setup Templates

What’s Next?
- Complete all applicable Personnel Tables
- Payroll Phase 2 Training
- Personnel Phase 2 Training
- Employee Demographic Data conversion
Human Resources Management Training Agenda:  
Phase 2 (Payroll): Employee Information

Topics
Review of converted employee data, setup for adding new employees, searching for and adding employees, terminating employees, displaying employee demographic and payroll data.

Duration
2 days

Prerequisites
Before this phase of training, clients are required to:
- Complete Payroll Phase 1 and Personnel Phase 1
- Complete all assigned follow-up tasks
- Load the Employee Demographic Conversion
- Load the Employee Deduction Conversion

Expected Outcome
At the conclusion of this training, users will be able to:
- Add and maintain employee demographic, personnel, and payroll data
- Create employee Pay Rates
- Terminate Employees
- Display and report on employee payroll data

Client Tasks
Following this training, clients are expected to:
- Verify all employee data
- Create Primary Pay Rates for all employees
- Add and maintain employee records in eFinancePLUS concurrently with updates made to the legacy system
- Load the Payroll YTD Conversion

Training Resources
- Human Resources Documentation
- Locations and Departments Supplement
- Group Term Life Supplement
- Workers' Comp Setup Supplement
- eLearning Course: Human Resources – Reference Tables
- eLearning Course: Human Resources – Personnel
Overview of eFinancePLUS Employee Information
- Employee Information Screens
- Adding New Employees

Basic Employee Information
- General Navigation
- Standard Procedures
- Search Criteria/Advanced Search
- Organizing Employee List

Verifying/Maintaining Converted Information
- General Employee Information
- Assignments
- Personnel Tab
- Payroll Tab
- Leave Bank Tab
- Earnings Tab
- Withholdings Tab
- History Tab

Employee Add Setup
- Human Resource Profile
- Employee Add Setup
- Role Setup
- Location Fields

Adding New Employees
- Base Employee Information
- Payroll
- Pay Rates
- Deductions
- Leave Banks
- Employee Timesheet
- Employee Group Life
- State Retirement Screen
- Personnel Information
- Assignments
- Degree Information
- Certifications
- Requirements/Qualifications/Credentials
- Job Skills/Other Interest
- Race/Ethnicity (EEO Reporting)

Modifying Pending Employees
- Converting to Active Employee

Terminating Employees
- Effect on Pay Rates/Payroll Load

Detailed Displays
- Employee Deductions
- Employee Pay Rates
- Attendance
Additional Resources

- Human Resources Documentation
- Locations and Departments Supplement
- Group Term Life Supplement
- Workers’ Comp Setup Supplement
- eLearning Course: Human Resources – Reference Tables
- eLearning Course: Human Resources – Personnel

What’s Next?

- Verify all employee data
- Create Primary Pay Rates for all employees
- Perform employee maintenance synchronously with updates made to the legacy system
- Load the Payroll YTD Conversion
- Personnel Phase 2 Training
### Human Resources Management Training Agenda:
**Phase 2 (Personnel): Employee Maintenance**

<table>
<thead>
<tr>
<th>Topics</th>
<th>Verification of converted employee data, adding and maintaining employee information.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration</td>
<td>½ day</td>
</tr>
<tr>
<td>Prerequisites</td>
<td>Before this phase of training, clients are required to:</td>
</tr>
<tr>
<td></td>
<td>- Complete Payroll Phase 1 and Personnel Phase 1</td>
</tr>
<tr>
<td></td>
<td>- Complete all assigned follow-up tasks</td>
</tr>
<tr>
<td></td>
<td>- Load the Employee Demographic Conversion</td>
</tr>
<tr>
<td>Expected Outcome</td>
<td>At the conclusion of this training, users will be able to:</td>
</tr>
<tr>
<td></td>
<td>- Add and maintain employee records</td>
</tr>
<tr>
<td></td>
<td>- Track employee activities</td>
</tr>
<tr>
<td></td>
<td>- Display and report on employee demographic data</td>
</tr>
<tr>
<td></td>
<td>- Understand the relationship between personnel and payroll tables and the Employee Information screens</td>
</tr>
<tr>
<td>Client Tasks</td>
<td>Following this training, clients are expected to:</td>
</tr>
<tr>
<td></td>
<td>- Verify all employee data</td>
</tr>
<tr>
<td></td>
<td>- Update and maintain applicable personnel data</td>
</tr>
<tr>
<td></td>
<td>- Add and maintain employee records in eFinancePLUS concurrently with updates made to the legacy system</td>
</tr>
<tr>
<td>Training Resources</td>
<td>Human Resources Documentation</td>
</tr>
<tr>
<td></td>
<td>Locations and Departments Supplement</td>
</tr>
<tr>
<td></td>
<td>Group Term Life Supplement</td>
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<tr>
<td></td>
<td>Workers’ Comp Setup Supplement</td>
</tr>
<tr>
<td></td>
<td>eLearning Course: Human Resources – Reference Tables</td>
</tr>
<tr>
<td></td>
<td>eLearning Course: Human Resources – Personnel</td>
</tr>
</tbody>
</table>
Overview of eFinancePLUS Employee Information

- Conversion of Employee Demographic Data
- Initial Verification of Employee Information
- Employee Information Maintenance

Employee Information Screen Tab

- Employment Tab
- Personnel Tab
- Race/Ethnicity Tab
- Payroll Tab
- Leave Bank Tab
- Earnings Tab
- Withholdings Tab
- History Tab

Adding Employees

- Employee Add Setup
- Required Fields
- Role Setup
- Pending Employee Status

Employee Action Items

- Employee Actions
- Personnel Information
- Payroll Information
- History

Terminating Employees

- Dates
- Effect on Pay Rates
- Leaves of Absence

Personnel Activity Tracker

- Types of Activity
- Adding Activities/Situations

Additional Resources

- Human Resources Documentation
- Locations and Departments Supplement
- Group Term Life Supplement
- Workers’ Comp Setup Supplement
- eLearning Course: Human Resources – Reference Tables
- eLearning Course: Human Resources – Personnel

What’s Next?

- Verify all employee data
- Update and maintain applicable personnel data
- Perform employee maintenance synchronously with updates made to the legacy system
- Phase 3 Personnel Training
Human Resources Phase 2: Locations and Departments

Locations

eFinancePLUS™ provides for three different location codes for every employee record: A base location which is a component of security, a work location for reporting purposes, and a check location for use in the payroll process.

Employment Tab: Base Location

Base Location is a required field on employee records and displays in the search results on the Employee Information screen.

The Base Location is used in conjunction with the Security Users table to govern access to the following functions in the Human Resources system:

- Posting and viewing attendance and substitute information,
- Viewing, entering, and editing employee timecards,
- Accessing records on the Employee Information screens, and
- Viewing or printing employee demographic and payroll data in all areas of the software.

A User’s Security Resources determine which features in eFinancePLUS™ are available for use, and the extent to which they can be used (e.g., viewing or modifying employee demographic information). Location Access governs which employees are visible to that user when working in the aforementioned areas (e.g., only employees with a base location of building “ADMN”).

This list is generally has a higher degree of specificity than the other location tables in order to accommodate time and attendance entry for departments and sections within the district administration.
Human Resources Management Training Agenda:
Phase 3 (Personnel): Attendance Tracking

Topics
Creating employee leave records, building calendars for leave tracking and validation, relevant substitute information, and entering attendance records.

Duration
½ day

Prerequisites
Before this phase of training, clients are required to:
- Complete Phase 2 Personnel and Payroll Training
- Have completed verifying Employee Demographic Data
- Produce a data file or report of outstanding leave transactions

Expected Outcome
At the conclusion of this training, users will be able to:
- Understand the relationship between leave entry and other modules
- Disable/Enable Calendars for Leave Entry
- Post, modify, and report on Employee Attendance Records

Client Tasks
Following this training, clients are expected to:
- Commence real-time entry of leave information in eFinancePLUS

Training Resources
Human Resources Documentation
Sick Bank Supplement
Comp Time Supplement
Overview of eFinancePLUS Time Entry/Attendance Concepts
- Relationship with third-party applications
- Docking/LWOP

Overview of Relevant Tables
- Leave and Pay Codes
- Calendars

Attendance Tracking
- Individual Transaction Entry
- Import Utility
- Posting Attendance Records
- Attendance Reports

Additional Resources
- Human Resources Documentation
- Sick Bank Supplement
- Comp Time Supplement

What’s Next?
- Phase 4 Payroll and Personnel Training
Human Resources Phase 3: Sick Bank Maintenance

Leave Reference Tables

Applications> Human Resources> Reference Tables> Payroll> Leave Codes

Set up a record in the Leave Reference tables for the Donation Bank.

Pay Codes

Applications> Human Resources> Reference Tables> Payroll> Pay Codes

Donate to the Sick Bank

Set up a Pay Code to record the sick days that are being donated to the Sick Bank

Set taxes to N – Not Subject for all 3 Sick Bank Pay Codes
Human Resources Management Training Agenda:  
Phase 3 (Payroll): Payroll Processing / Payroll Parallel

**Topics**
Processing Payroll Parallel in Training Database, review results of parallel in comparison to legacy system, and verify check printing on forms stock.

**Duration**
3-4 days

**Prerequisites**
Before this phase of training, clients are required to:
- Complete all follow-up items from Phase 2 trainings
- Create Primary Pay Rates for all employees
- Load the Payroll YTD Conversion

**Expected Outcome**
At the conclusion of this training, users will be able to:
- Complete the standard Payroll Process
- Perform per-payroll, monthly, and quarterly routines
- Understand the automatic payroll accounting transactions
- Create and run reports for reconciliation with legacy system payroll data

**Client Tasks**
Following this training, clients are expected to:
- Maintain synchronicity between employee data in eFinancePLUS and legacy software until go-live
- Perform all corrections as prescribed during the parallel payroll process

**Training Resources**
- Human Resources Documentation
- Payroll Processing Supplement
- eLearning Course: Human Resources – Payroll
Overview of eFinancePLUS Payroll Process
- Review current payroll practices and typical procedures
- Dock and Supplemental Pays
- Demonstration of payroll process

Pay Run Setup
- Pay Run Codes and Descriptions
- Groups, Defaults
- Deductions, Benefits, Special Pays
- Vendor Payment Information

Clearing Balances
- Clearing Monthly Totals
- Clearing Quarterly Totals
- Accruing Monthly Leave

Loading/Editing Employee Time
- Load Types
- Importing
- Editing Loaded Time/Exceptions
- Dock Pay
- Manually Adding Payroll Records

Pre Calculation Process and Reports

Parallel Payroll Reconciliation
- Required Reports
- Comparison to Legacy System Data
- Method of correction

Payroll Calculations
- Locking/Unlocking Database
- Automatic Payroll Backups
- Restoring from Payroll Backup

Employee Payments
- Printing Checks
- Direct Deposit

Standard Reports
- Check Register
- Payroll Journal
- Deduction Register
- Distribution Reports
- Payroll Encumbrances

Financial Accounting Interface
- Payroll
- Accounts Payable

Considerations for Summer Pays
Additional Resources
- Human Resources Documentation
- Payroll Processing Supplement
- eLearning Course: Human Resources – Payroll

What’s Next?
- Maintain synchronicity between employee data in eFinancePLUS and legacy software
- Perform all corrections as prescribed during the parallel payroll process
- Payroll Phase 4 Training
Human Resources Management Training Agenda:
Phase 4 (Payroll): Periodic Processing

<table>
<thead>
<tr>
<th>Topics</th>
<th>Periodic payroll routines, payroll reports, and miscellaneous payroll-related procedures.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration</td>
<td>1 day</td>
</tr>
<tr>
<td>Prerequisites</td>
<td>Before this phase of training, clients are required to:</td>
</tr>
<tr>
<td></td>
<td>• Complete and reconcile payroll parallel</td>
</tr>
<tr>
<td></td>
<td>• Complete Personnel Phase 3 Training</td>
</tr>
<tr>
<td>Expected Outcome</td>
<td>At the conclusion of this training, users will be able to:</td>
</tr>
<tr>
<td></td>
<td>• Perform auxiliary payroll activities</td>
</tr>
<tr>
<td></td>
<td>• Enter effective-date demographic and payroll updates</td>
</tr>
<tr>
<td></td>
<td>• Effectively employ the Paycheck Worksheet and Detailed Displays</td>
</tr>
<tr>
<td></td>
<td>• Execute monthly, quarterly, and year-end tasks</td>
</tr>
<tr>
<td></td>
<td>• Reconcile payroll checks and direct deposit activity</td>
</tr>
<tr>
<td>Client Tasks</td>
<td>Following this training, clients are expected to:</td>
</tr>
<tr>
<td></td>
<td>• Maintain synchronicity between employee data in eFinancePLUS and legacy software until go-live.</td>
</tr>
<tr>
<td></td>
<td>• Perform Periodic Routines in eFinancePLUS concurrently with analogous legacy system processes.</td>
</tr>
<tr>
<td></td>
<td>• Load the Payroll YTD Conversion (second pass) at go-live.</td>
</tr>
<tr>
<td>Training Resources</td>
<td>Human Resources Documentation</td>
</tr>
</tbody>
</table>
Overview of eFinancePLUS Periodic Routine

- Define the standard routine for periodic, fiscal, and calendar year-end processing

Payroll Activities

- Reconciling Checks
- Unclearing Checks
- Voiding Checks
- Creating Manual Checks
- Adjustment Checks
- Pre-notification Files

Periodic Processing

- Changing System Date
- Effective Date Changes
- Redistributing payroll charges
- History Options
- Liquidate Payroll Encumbrances
- Employer Verification
- ACA Tracking
- Clearing Totals
- Purge Options
- Contract Payouts

Year End Processing

- Fiscal Year-End Process
- Fiscal Accrual
- Payroll Distribution
- Calendars/Attendance
- Update New Year Rates
- W2 Processing
- 1099R Processing

Payroll Displays and Reports

- Paycheck Worksheet
- Detailed Displays
- Deductions & Pay Rates Displays
- Quarterly Tax Return (Form 941)
- Unemployment Compensation Reports
- New Hire Report
- Retirement Processing
- State-specific procedures

Additional Resources

- Human Resources Documentation

What’s Next?

- Maintain synchronicity between employee data in eFinancePLUS and legacy software
- Perform Periodic Routines in eFinancePLUS concurrently with analogous legacy system processes.
- Load the Payroll YTD Conversion (second pass) at go-live.
- Personnel Phase 4 Training
# Employee Access Center Training Agenda

**Topics**  
Overview of EAC module, setup of system Profiles, setup of disclaimers, displays, change requests, administrative options.

**Duration**  
1 day

**Prerequisites**  
Before this phase of training, clients are required to:

- Complete payroll phases 1, 2 & 3
- Employee records complete via conversion/data entry

**Expected Outcome**  
At the conclusion of this training, users will be able to:

- Utilize the Employee Access Center for all employees

**Client Tasks**  
Following this training, clients are expected to:

- Complete Profile and Disclaimer setup
- Set up the URL for Employee Access Center
- Train employees how to use the center

**Training Resources**  
Human Resources Documentation  
EAC Administrator Guide
Overview of eFinancePLUS™ Employee Access Center Concepts

- Printing/Emailing Payroll Voucher vs. Viewing on EAC
- Printing/Mailing W2 vs. Viewing on EAC

EAC Administration – User Maintenance

- Search Options
- Reset Passwords
- User Status
- User Options

Profiles Setup

- Benefit
- Email Address
- Employee Information
- Leave
- Login
- Paycheck
- Race/Ethnicity
- Salary & Benefits
- Tax
- Titles
- Other
- Analytics
- “What If Paycheck Calculator

Disclaimer Setup

- These include all the Disclaimers identified throughout the module that can be customized to provide employees with the information about the page or specific instructions.

Tax Filing Types

- This setup allows the EAC Administrator to add additional types to the standard tax filing statuses which include S(Single), M(Married), O(Other).

Deduction Frequencies

- This setup allows the EAC Administrator to add the Deduction Frequencies to the eFinancePLUS database Deduction Table and indicate how many times per year they are calculated. Records added to this table affect the Salary and Benefit Information page.

Extended Deduction Frequencies

- Includes a URL Link
- Modify Deduction/Benefit Records
- Direct Deposit
- Beneficiary or Dependent
- Inaccuracy Disclaimer

Support Center

- This link displays a list of software and database updates made to EAC and is for informational purposes only.

Employee Information Display

- Demographic Information
- Additional Demographics – Job Skills, Education, Certifications
Payroll Checks
- Vouchers
- Checks
- Sorting
- Printing Options

Salary and Benefits
- Salary and Benefits Statement
- Graph

Leave Banks
- Calendar
- Leave Banks
- Leave Requests (If Applicable)

Continuing Education

W2 Information
- Displays
- Print

My Taxes
- Federal, State, Local
- URL Links

Deduction and Benefits

Open Enrollment

“What-If” Paycheck Calculator

Professional Development (If Applicable)

Additional Resources
- Human Resources Documentation
- EAC Administrator Guide

What’s Next?
- Implement Employee Access Center
Training Agenda: Fund Accounting Workflow

Topics
Overview of available Workflows, Workflow Configuration, Review Actions in Fund Accounting that Trigger Workflow and Verify Setup

Duration
½ Day

Prerequisites
Before this phase of training, clients are required to:
- Be live on eFinancePLUS 5.0 or higher
- Complete Financial Accounting Training
- Establish Security Criteria based on Workflow Setup

Expected Outcome
At the conclusion of this training, users will be able to:
- Complete FAM Workflow Setup
- Understand the Workflow Process
- Follow through with complete setup as defined in Client Tasks

Client Tasks
Following this training, clients are expected to:
- Setup the Workflow Configuration Profile for the selected Workflows
- Setup Email Consolidation Scheduler
- Update The Workflow notification emails
- Setup User Preferences/Employee Record
- Complete Approval Group setup
- Set Up Activities Notifications (If Applicable)
- Test all eFinancePLUS processes that are setup for approvals where the appropriate Workflows will be utilized

Training Resources
Fund Accounting Documentation
Workflow Documentation
Review of eFinancePLUS Workflow Process Concepts
- Benefits of FAM Workflow

Workflow Global Settings and Configuration
- Email Consolidation Scheduler
- Workflow Email Configuration

Requisitions
- Global Settings
- Email Notification Setup
- Form Setup

Purchase Order
- Global Settings
- Email Notification Setup
- Form Setup

Change Order
- Global Settings
- Email Notification Setup
- Form Setup

Accounts Payable
- Fund Accounting Profile Setup
- Global Settings
- Email Notifications Setup
- Form Setup

Budget Adjustment/Transfers
- Fund Accounting Profile Setup
- Global Settings
- Email Notifications Setup
- Form Setup

eFinancePLUS Setup
- Employee Personnel Record – User Login/Email
- Fund Accounting Profile (If Applicable)

Additional Resources
- Fund Accounting Documentation
## Training Agenda: Human Resources Workflow

<table>
<thead>
<tr>
<th><strong>Topics</strong></th>
<th>Overview of available Workflows, Workflow Configuration and the Personnel Setup to support the Workflow process, Review Workflow triggers and Workflow forms</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Duration</strong></td>
<td>½ Day</td>
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</tbody>
</table>
| **Prerequisites** | Before this phase of training, clients are required to:  
  - Be “live” on eFinancePLUS 5.0 or higher  
  - Complete all phases of Personnel Training |
| **Expected Outcome** | At the conclusion of this training, users will be able to:  
  - Determine the Workflows to be utilized  
  - Complete the Workflow setup |
| **Client Tasks** | Following this training, clients are expected to:  
  - Complete HRM Workflow Setup  
  - Update The Workflow notification emails  
  - Complete Workflow Maintenance tables  
  - Update Employee Login/Email Information  
  - Update Leave Codes and User Defined Pages as applicable  
  - Begin using the HRM Workflow system |
| **Training Resources** | Human Resources Documentation  
Workflow Documentation |
Overview of eFinancePLUS Workflow Process Concepts

- Benefits of HRM Workflow

Applicant Recommendation – JAC/Recruitment

- Search
- New Request
- Approve/Deny/Cancel
- User-Defined Fields and Validation
- Posting in eFinancePLUS

Employee Leave Request - EAC

- New Request
- Approve/Deny/Needs Correction
- Cancel
- Interface to Attendance/ Timesheets

Employee Termination

- Search
- New Request
- Approve/Deny/Cancel
- User Defined Fields and Validation
- Posting in eFinancePLUS

New Hire Notification

- Update/Cancel
- User-Defined Fields and Validation

Additional Resources

- Human Resources Documentation
- Workflow Documentation