

What Training Should I Take?

	I should take this class if I will be:	What type of training	Length of Training	How do I register? (bkudelasz@cfo.pitt.edu)
Purchasing Fundamentals	Purchasing for my dept. or submitting payment requests	Online training (not live)	1.5 hours	Contact Balazs Kudelasz to register
Financial Information Overview	Accessing Level Reports or using General Ledger app.	Online training (not live)	1.5 hours	Contact Balazs Kudelasz to register
Policies/Procedures for New PCard Holders	Receiving a P-card	Online Training (not live)	.5 hours	Balazs Kudelasz will register you for training once your P-card application is received in Payment Processing
PRISM General Ledger	Entering journals, performing online inquiries on accounts, or running reports.	Hands-on application training	3.5 hours	Check training schedule on PRISM website for dates; contact Balazs Kudelasz to register
PRISM P-card Redistribution	Reviewing & redistributing P-card charges	Hands-on application training	2 hours	Check training schedule on PRISM website for dates; contact Balazs Kudelasz to register
PRISM P-card Reviewer	Reviewing P-card charges to certify they are legitimate business expenses	Pre-recorded webinar	.5 hours	Contact Balazs Kudelasz to register.
Concur Travel & Expense	Entering online travel & business expense reports	Pre-recorded Webinar	1 hour	Visit the PantherExpress Travel & Expense website at www.pext.pitt.edu for recorded webinars, demos and training materials
PantherExpress Shopper	Creating shopping carts with contracted suppliers only, cannot enter charge acct. information, does not have any approval authority	Live webinar	1 hour	Register via the PantherExpress website: www.cfo.pitt.edu/pexpress , Training, PantherExpress System Training, Training Schedules
PantherExpress Dept. Buyer	Creating shopping carts & entering charge acct. information. Might have a \$500 or \$5000 level of approval authority. Has access to Standard forms for non-catalog buying	Hands-on application training	3.5 hours	Check training schedule on PRISM website for dates; contact Balazs Kudelasz to register
PantherExpress Approver	Approving orders or payment requests (Specialty Forms)	Online training (not live)	.5 hours	Contact Balazs Kudelasz to register.
PantherExpress Specialty Forms	Submitting payment requests	Online training (not live)	1.5 hours	Contact Balazs Kudelasz to register.