CSUF | Financial Services
ADMINISTRATION AND FINANCE

SPRING 2025 EDITION

FS COURSE CATALOG

Message from Laleh

Date: January 14, 2025

To: University Community

From: Laleh Graylee LG
Senior Associate Vice President of Financial Services

Subject: Financial Services Spring 2025 Training Program

Financial Services is pleased to offer a series of online and in person training courses designed to educate and empower participants on various financial topics.

The training program aims to enhance understanding of fundamental principles, financial processes, and systemwide and university policies and procedures. The participants will improve their skills and knowledge to better navigate financial tasks and responsibilities, leading to effective financial decision-making.

The training program consists of comprehensive modules from Subject Matter Experts who will provide the course content on an array of topics.

Registration is required to attend these sessions. Please review the course offerings, content description, and recommended target audience in the catalog. At the end of each session completion, a certificate will be issued to the participant, recognizing their achievement and commitment to professional development.

If you have any questions regarding the training program, please contact Brenda Perez, Communications Program Specialist, by email at bperez@fullerton.edu.

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How to Register & Obtain Your Certificate:

How to Register:

1. Complete the **registration form**.
2. Select your desired training (one form per training).
3. Fill in your details and indicate any prerequisite trainings completed (if required).
4. Submit the form.
5. A separate confirmation email with event details will be provided once your registration form is received.
6. If training is by Zoom, complete the Zoom registration using your CSUF employee email.

After training, attendance will be verified, and a certificate will be emailed to you.

Course Map:

Target Audience means the course is intended for specific campus employees or all employees.

A **prerequisite** may be required for some courses. It ensures that participants have the necessary background knowledge to succeed in the course.

Course Title
Duration | Target Audience | Level | Prerequisites
Date, Time (Location)
Course Description

Level indicates the target audience for the course:

- Beginner (0-2 years of service)
- Intermediate (2-5 years of service)
- Advanced (more than 5 years of service)
- All Levels

Courses Listed by Department

Academic Financial Services

Essential Tips & Tricks to Concur App Basics

*1.5 hr. | All Employees | All Levels | **Prerequisite: Travel 101***
Thursday, February 13, 10:00am-11:30am (In-person)

Bring your cell phones! Ready, Set, Go!

- Download the Concur App for seamless travel management.
- **Streamline Your Rides:** Link your Uber & Lyft accounts directly to Concur for effortless transportation bookings.
- **TripIt Integration:** Organize your travel itinerary in one place with TripIt integration.
- **Approve & Upload on the Go:** Learn how to approve requests and upload receipts effortlessly via the app.

Mastering Concur Travel: Expert Tips, Common Pitfalls, and Essential Checklists

*1.5 hr. | All Employees | All Levels | **Prerequisite: Travel 101***
Thursday, March 13, 10:00am-11:30am (In-person)

Maximize your travel reconciliation efficiency with these game-changing strategies.

- **Spot the Common Pitfalls:** Avoid the most frequently missed errors that can trip you up.
- **Essential Checklist:** Stay on track with a comprehensive, step-by-step reconciliation checklist.

Mastering Concur P-Card Reconciliation

*1.5 hr. | All Employees | All Levels | **Prerequisite: P-Card Reconciliation***
Thursday, April 24, 10:00am-11:30am (In-person)

Get ready for the P-Card reconciliation training designed to help you save time, avoid costly mistakes, and stay organized and compliant.

- **Insider Tips:** Unlock time-saving tricks to streamline your P-Card reconciliation process.
- **Avoid Costly Mistakes:** Learn how to catch the most common errors before they slow you down.
- **Ultimate Checklist:** Use this foolproof checklist to stay organized and compliant every time.

Academic Financial Services

Master Concur Travel and P-Card Reconciliation: The Ultimate Combo

*1.5 hr. | All Employees | All Levels | **Prerequisite: Travel 101, P-Card Reconciliation***
Tuesday, May 8, 10:00am-11:30am (In-person)

This focused session delves into the dynamic duo of Concur Travel and P-Card Reconciliation, equipping participants with practical strategies to streamline travel and expense management.

Learn how to:

- Simplify travel bookings while adhering to institutional policies.
- Master P-Card reconciliation to ensure accurate and efficient reporting.
- Leverage Concur's tools to save time and minimize errors.
- Perfect for professionals who want to enhance their efficiency and stay ahead in financial and administrative processes. This course provides actionable insights you can apply immediately.

Accounts Payable & Travel

Vendor Setup Essentials: A Hands-On Guide

1 hr. | All Employees | All Levels | No Prerequisite

Thursday, January 23, 10:00am-11:00am (Zoom)

This course provides a comprehensive, hands-on overview of how to request vendor setups, including detailed instructions on filling out the Payee/Vendor Data Form (204) and submitting requests through Smartsheet. Additionally, the training covers the specific requirements and considerations when working with nonresident vendors, ensuring you have all the knowledge needed to manage vendor setups efficiently and accurately.

Mastering Honorariums: A Comprehensive Training

1 hr. | All Empoyees | All Levels | No Prerequisite

Thursday, January 30, 10:00am-11:00am (Zoom)

This training session provides an in-depth guide on how to complete honorariums, including a clear explanation of what they are and practical tips for successful submissions. Participants will learn how to accurately process the honorarium form, ensuring all necessary details are correctly filled out for smooth and efficient handling.

Check Request Mastery: A Step-by-Step Training

1 hr. | All Employees | Beginner | No Prerequisite

Thursday, February 6, 10:00am-11:00am (Zoom)

This training session offers a detailed guide on how to complete and submit a check request. Participants will learn how to accurately fill out the form and receive valuable tips for ensuring successful submissions. The session will cover all necessary steps and best practices to streamline the check request process.

Accounts Payable & Travel

Travel 101 (Morning)

1.5 hr. | All Employees | All Levels | No Prerequisite

Tuesday, February 4, 10:00am-11:30am (Zoom)

Overarching presentation giving important tips and reminders related to travel. In addition, we do a live overview of the Concur process, how to log-in, how to prepare requests, expense claims, check approval status, and where to find resources for additional help.

Travel 101 (Afternoon)

1.5 hr. | All Employees | All Levels | No Prerequisite

Tuesday, February 4, 1:00pm-2:30pm (Zoom)

Overarching presentation giving important tips and reminders related to travel. In addition, we do a live overview of the Concur process, how to log-in, how to prepare requests, expense claims, check approval status, and where to find resources for additional help.

Hospitality Essentials: A Practical Guide

1 hr. | All Employees | Beginner | No Prerequisite

Wednesday, February 5, 10:00am-11:00am (Zoom)

This "how-to" presentation provides a comprehensive overview of hospitality, including what it entails and where to find the relevant policies, forms, and checklists. Participants will receive hands-on guidance on how to accurately complete hospitality forms, along with a short presentation highlighting key information and best practices for successful submissions.

Accounting Services & Financial Reporting

Accounting Services Basics

1.5 hr. | All Employees | Beginner | No Prerequisite

Tuesday, January 14, 10:00am-11:30am (Zoom)

Participants will develop a basic understanding of campus accounting:

- Introduction to CFS Finance
- Chartfields definition and examples
- Introduction to OBIEE Reporting

Accounting Services and Financial Reporting Forms

1.5 hr. | All Employees | Beginner | No Prerequisite

Tuesday, January 21, 10:00am-11:30am (Zoom)

Participants will understand the differences and correct usage of the various accounting forms:

- Expenditure Transfer Request (ETR) Form
- Deposit or Reimbursement to University Account form
- Request for Invoice (RFI) / Interagency Financial Transaction (IFT) form

Accessing Financial Information (OBIEE – Dashboard)

1.5 hr. | All Employees | Beginner | No Prerequisite

Tuesday, January 28, 10:00am-11:30am (Zoom)

Participants will get a general overview of OBIEE-BI Dashboard including Tips and Tricks.

Year End Training Process for Financial Services and Payroll

2 hr. | MPP, AVP, VP, Resource Managers, Budget Officers | All Levels | No Prerequisite

Monday, March 17, 1:30pm-3:30pm (Zoom)

This course will provide an overview of the fiscal year-end close regulations, timelines, and reporting requirements.

Contracts & Procurement

Requisition and Purchase Order

1 hr. | All Employees | All Levels | No Prerequisite
Wednesday, March 12, 10:00am-11:00am (Zoom)

This course is designed to provide a comprehensive understanding of the requisition and purchase order processes. Participants will learn about the purpose and importance of both requisitions and purchase orders, along with the required documentation and approvals. Practical examples will be illustrated to show best practices.

eBusiness Requests/Forms

1 hr. | All Employees | All Levels | No Prerequisite
Wednesday, March 19, 10:00am-11:00am (Zoom)

This course will review various requests and documentation required to process a request or form.

Independent Contractor or Employee: Dynamex Test & HRDI Process

1 hr. | All Employees | All Levels | No Prerequisite
Thursday, March 27, 10:00am-11:30am (Zoom)

This training session is designed to provide guidance on the university's process for determining whether service provider(s) should be classified as an Independent Contractor or an employee. Participants will gain a clear understanding of the HRDI Smartsheet process that facilitates the determination of an Independent Contractor versus an employee. The training will also cover the roles and responsibilities of HRDI and Contracts and Procurement.

Purchasing Methods

1.5 hr. | All Employees | All Levels | No Prerequisite
Wednesday, April 16, 10:00am-11:30am (Zoom)

This course will provide participants with understanding of selecting the most appropriate process for purchasing goods and services.

P-Card Reconciliation

1 hr. | All Employees | All Levels | No Prerequisite
Wednesday, April 23, 10:00am-11:00am (In-person)

This course is designed to demonstrate how to reconcile P-Card transactions.

Financial Services

Fraud Awareness Training

1 hr. | All Employees | All Levels | No Prerequisite

Tuesday, April 8, 10:00am-11:00am (Zoom)

Join us for a Fraud Awareness training presented by the Chancellor's Office Audit and Advisory Services and CSUF Director of Audit Services and Coordination. This training is based on insights and common findings from investigations throughout the CSU system where individuals who review or approve various types of expenditures (e.g., travel and hospitality reimbursements or procurement card payments) may not have known what to look for or understood their role or responsibilities in the process.

Direct and Indirect Cost Allocation Principles

1.5 hr. | MPP, AVP, VP, Resource Managers, Budget Officers| Experienced | No Prerequisite

Wednesday, May 7, 10:00am-11:30am (In Person)

Understanding direct and indirect cost allocation methods and principles, CSU Executive Order 1000 requirements and the methodology, timeliness, and process for the annual campus cost allocation plan.

Resource Planning & Budget

Principles of Budgeting

1.5 hr. | MPP, Resource Managers, Budget Officers | Beginner | No Prerequisite

Tuesday, March 18, 9:00am-10:00am (Zoom)

This course will provide a general discussion of core budgeting principles and how they are applied and operationalized at CSUF.

Budget 101

1.5 hr. | MPP, Resource Managers, Budget Officers | Beginner | No Prerequisite

Tuesday, March 18, 2:00pm-3:00pm (Zoom)

This course will provide a high-level overview of CSU Budget Cycle, CSUF budgeting process, and special budgeting considerations related to the Operating Fund, Capital Budgets, and auxiliary organizations.

Chart of Accounts

1 hr. | MPP, Resource Managers, Budget Officers | Beginner | No Prerequisite

Thursday, March 20, 2:00pm-3:00pm (Zoom)

This course will provide understanding of the chart of accounts and how they are used to convey financial information to financial managers and other end users.

Forecasting Techniques

1 hr. | MPP, Resource Managers, Budget Officers | Intermediate | No Prerequisite

Tuesday, April 15, 9:00am-10:00am (Zoom)

Enhance your budget planning skills! This course will discuss applied forecasting techniques to refine budget planning and how to use historical data, budget plans, capital project plans, and ERP support systems for analysis and decision support.

Understanding Position Budgeting

1 hr. | MPP, Resource Managers, Budget Officers | Intermediate | No Prerequisite

Tuesday, April 15, 2:00pm-3:00pm (Zoom)

This course will discuss the importance of position budget and understanding personnel costs in a university budgeting. Additionally, it will explain the practical application of the budget management dashboard to help allocate budget by position.

Student Business Services

Student Financial and Student Records Touchpoints

1 hr. | All Employees | Beginner | No Prerequisite

Friday, April 25, 9:30am-10:30am (Zoom)

Join Student Business Services for an in-depth presentation on 'Learn the Fundamentals of the Touchpoints between Student Financials and Student Records.' This session will cover the key interactions between financial and academic records, providing valuable insights for professionals looking to enhance their understanding of these systems.

SPRING 2025

JANUARY - MAY

Visit our Financial Services Training page to view our training calendar.

We look forward to your participation!

For questions, please contact us at:

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