

FIS Curriculum Maps

Welcome to FIS Training's Recommended Curriculum website. The goal of these curriculum maps is to give you a *training path* for all of your financial training needs. The maps are organized by common job duties; however, due to variations of job roles among departments, you might have to use more than one map to complete all training related to your job. *Note that **only financial training is listed on these maps**; you might also need training outside of that listed here to guide you in your other, non-financial, job duties.* Consult with your manager to determine the most appropriate set of training classes to accommodate your business needs.

Click a job role below to view its curriculum map:



Departmental Purchasing & Administration	Responsible for making or reviewing departmental purchases and possibly the standard monthly review of departmental ledgers.
Departmental Accounting	Responsible for the standard monthly review of departmental ledgers and possibly monitoring departmental budgets, but <u>not</u> responsible for analyzing budgets.
Budget Analysis	Responsible for departmental budget reporting and analysis that extends beyond the monthly ledger review. Budget duties could include analysis and comparisons among various years or quarters, custom report queries, etc. Possibly responsible for creating budgets.
Financial Reporting	Responsible for centralized financial reporting and analysis for the University or Medical Center. (Office of Financial Affairs, Department of Finance, Internal Audit, or OCGA employees)
Departmental Financial Applications Administrator	Responsible for granting user-access for applications like eDog, eBudget, eProcurement, DMS, ePAC, or WALDO, or granting Signature Authority.

Job Role: Purchasing & Administration

Description of common job duties:

Responsible for making or reviewing departmental purchases and possibly the standard monthly review of departmental ledgers.

[Print my Checklist](#)

Financial/Bookkeeping Basics

- [Financial Foundations I-III](#)

Purchasing and Payment

- [How to Purchase at Vanderbilt](#)
- [eProcurement Class](#)
or
- [eProcurement Online Training](#)
and
- [Pcard Training](#) (if dept. uses Pcards)
- [Travel Training](#) (online or classroom)

Access to Applications (privileges)

- [Privilege Management for Non-Admins](#)

■ Recommended Classroom training

■ Recommended Online training

○ Optional training

Job Role: Departmental Accounting

Description of common job duties:

Responsible for the standard monthly review of departmental ledgers and possibly monitoring departmental budgets, but not responsible for *analyzing* budgets.

[Print my Checklist](#)

Financial/Bookkeeping Basics

 [Financial Foundations I-III](#)

or

 [Business Processes and eDog Lessons 1-5](#)

Purchasing and Payment

 [How to Purchase at Vanderbilt](#)

Access to Applications (privileges)

 [Privilege Management for Non-Admins](#)

 Recommended Classroom training

 Recommended Online training




 Optional training

Job Role: Budget Analysis

Description of common job duties:

Responsible for departmental budget reporting and analysis that extends beyond the monthly ledger review. Budget duties could include analysis and comparisons among various years or quarters, custom report queries, etc. Possibly responsible for creating budgets.

[Print my Checklist](#)

-  Recommended Classroom training
-  Recommended Online training
-  Optional training

Finance/Accounting Basics

 [Financial Foundations I-III](#)

or

 [Business Processes and eDog Lessons 1-5](#)

Purchasing and Payment

 [How to Purchase at Vanderbilt](#)

Financial Analysis

 [Business Objects – GL Universe Level 1](#)

and

 [Business Objects – GL Universe Level 2](#)

Access to Applications (privileges)




 [Privilege Management for Non-Admins](#)

Job Role: Financial Reporting



Description of common job duties:

Responsible for centralized financial reporting and analysis for the University or Medical Center. (Office of Financial Affairs, Department of Finance, Internal Audit, or OCGA employees)

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-  Recommended Classroom training
-  Recommended Online training
-  Optional training

Finance/Accounting Basics

-  [Financial Foundations I-III](#)
- or
-  [Business Processes and eDog Lessons 1-5](#)

Purchasing and Payment

-  [How to Purchase at Vanderbilt](#)

Financial Analysis

-  [Business Objects – GL Universe Level 1](#)
- and
-  [Business Objects – GL Universe Level 2](#)

Access to Applications (privileges)

-  [Privilege Management for Non-Admins](#)

Job Role: Departmental Financial Applications Administrator

Description of common job duties:

Responsible for granting user-access for applications like eDog, eBudget, eProcurement, DMS, ePAC, or Waldo, or granting Signature Authority (“SigAuth”).

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Access to Applications (privileges)

- [Privilege Management Administrator Training](#)
- [Privilege Management for Non-Admins](#)

■ Recommended Classroom training

■ Recommended Online training

○ Optional training