

# Administrative System Classes

<b>October</b>		
10/1	WAM and the Workflow Officer	1:00pm - 2:00pm
10/2	ACT Document Reasons-When, Why & Which to Use	9:00am - 11:00am
10/3	Introduction to Oracle Administrative Systems	9:00am - 11:00am
10/8	How to Request Oracle Responsibilities through ACF	9:00am - 10:00am
10/9	Tracking Payroll and Costing Actions with the Oracle Administrative Systems	9:00am - 11:00am
10/9	Surplus Property System	1:00pm - 3:00pm
10/10	Essentials for Creating and Submitting Payment Requests	1:00pm - 3:30pm
10/11	HR Reporting: Retrieving, Viewing, and Exporting HR Data	9:00am - 11:00am
10/16	HR Reporting: Salary, LD and Payroll Data	9:00am - 10:30am
10/17	Essentials for Creating and Submitting Requisitions	1:00pm - 4:00pm
10/18	Retroactive: What You Need to Know about Payroll and Costing	9:00am - 12:00pm
10/22	WAM and the Workflow Officer	9:00am - 10:00am
10/23	Effort Reporting: From New to Certified	1:00pm - 4:00pm
10/24	eLAS ORG Admin Training	9:00am - 11:00am
10/24	eLAS Requestor/Approver Training	3:00pm - 4:00pm
10/25	ACT Document Reasons-When, Why & Which to Use	9:00am - 11:00am
<b>November</b>		
11/1	Introduction to Oracle Administrative Systems	9:00am - 11:00am
11/5	How to Request Oracle Responsibilities through ACF	9:00am - 10:00am
11/6	Essentials for Creating and Submitting Payment Requests	9:00am - 11:30am
11/7	Overview of the Oracle Finance System	1:00pm - 3:00pm
11/8	HR Reporting: Retrieving, Viewing, and Exporting HR Data	9:00am - 11:00am
11/12	Essentials for Creating and Submitting Requisitions	1:00pm - 4:00pm
11/14	GL Journal Entries	1:00pm - 3:00pm
11/15	ACT Document Reasons-When, Why & Which to Use	9:00am - 11:00am
11/19	WAM and the Workflow Officer	9:00am - 10:00am
11/19	Understanding the Oracle General Ledger	1:00pm - 3:00pm
11/20	Requisitions and Payment Requests: Tracking and Follow Up	9:00am - 11:00am
11/30	eLAS ORG Admin Training	9:00am - 11:00am
11/30	eLAS Requestor/Approver Training	3:00pm - 4:00pm
<b>December</b>		
12/12	Understanding Oracle Grants Accounting	1:00pm - 3:00pm
12/17	GA Inquiry and Reporting	1:00pm - 3:00pm
12/20	Managing Accounts with Oracle	9:00am - 11:00am