



Finance and Human Resources Course Catalog

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OnePurdue Finance and Human Resources Course Catalog

Course Code	Course Name	Standard Delivery Method	Course Duration (in hours)	Description	Audience	Prerequisites
General Introductory Courses						
SAPNAV 115	SAPGUI Navigation Replaces NAV 050 If you have already completed NAV 050, you are not required to take this course.	Online self-paced	2	This course is a high level tutorial of the SAP GUI interface. Participants are introduced to: <ul style="list-style-type: none"> • OnePurdue terms • SAP icons and menus • Setting personal preferences • Running transactions • Getting results using the SAP GUI interface Participants also learn how to create favorites and become familiar with SAP screens and screen elements.	Required for all OnePurdue end users who will use the SAP GUI interface	None
RPT 100	OnePurdue Report Navigation	Online self-paced	4	This course provides an introduction to basic navigation within OnePurdue standard reporting and Business Explorer/BW (BEx) reporting.	Staff who will view standard OnePurdue reports Designated BEx/BW power users	

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Budget						
BPOV 101	Introduction to Budget Preparation and the Budget Planning System	Web-based, self-paced	3	This course introduces the Budget Preparation process to the budget cycle, budget guidelines and practices. A foundational approach is used to familiarize participants with new terms, concepts and procedures.	Staff identified by the Budget and Fiscal Planning Office	
BPBS 200	Budget Preparation and the Budget Planning System	Instructor-led	2.5	This course demonstrates budget preparation and the Business Warehouse -- Budget Planning & Simulation application. Topics include: <ul style="list-style-type: none"> • Six steps in budget preparation • Accessing data • Entering data • Receiving reporting 	New users identified by the Budget and Fiscal Planning Office	BPOV 101
BPBS 220	BW-BPS Mandatory Hands-On Workshop	Instructor-led	1.5	This course follows the BPBS 200 course. Users apply and practice BW-BPS system data entry procedures discussed in the BPBS 200 course.	Staff identified by the Budget and Fiscal Planning Office	BPBS 200
BPBS 230	"What's New" Budget Process and BW-BPS Application	Instructor-led	1	This course discusses changes in policies or procedures from the previous budget planning cycle and highlights functionality updates.	All budget preparation users	

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Business						
BLCA 275	Cost Reconciliation Workshop	Workshop	4	This course gives detailed instructions and hands-on experience in reconciling GM cost sharing transactions, including: steps to take at proposal time, steps to take at award time, discussions on frequency of reconciliations, and management of cost sharing during the life of a project.	Those who need hands-on training on reconciling cost sharing including: <ul style="list-style-type: none"> • Business Managers • Account Assistants 	BLCA 270

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FIFMCO 101	Introduction to Accounting and Financial Systems Replaces FICOFM 100 If you have completed FICOFM 100, you are not required to take this course.	Online self-paced	2	This course is an introduction to Accounting and Financial Systems at Purdue University. It is a combination of content from the FICOFM 100 and the Accounting Basic Skills courses. It provides a comprehensive introduction for Business Services personnel and prepares them for the level-two courses specific to their job duties. Participants are exposed to: <ul style="list-style-type: none"> • Public sector accounting principles • New terms • The integration points within different modules of the OnePurdue system 	Decentralized staff who work with Financial, Costs and Funds Management and need an overview of the new process	
FICOFM 200	Business Management Staff 1	Online self-paced	16	This course offers Business Services (I) staff in-depth use of the transactions in scope for their role, including transactions/functions in: <ul style="list-style-type: none"> • Financial Accounting • controlling • Funds Management Topics include: <ul style="list-style-type: none"> • Displaying FI, FM and CO master data • Parking journal entries • Creating budget workbench documents • Creating fund reservations • Creating and reducing a funds commitment manual • Planning and posting costs to statistical orders • Creating statistical internal orders and posting costs to the orders via direct vendor invoices and journal entries • Role-based reports using the Business Information Warehouse (BW) • Evaluating data through the use of reports 	Decentralized staff who need to execute the transactions and processes required of the decentralized users for the FI, CO, FM, and AP modules in OnePurdue (Students may need assistance understanding included legacy information.)	NAV 115 (or NAV 050) FIFMCO 101 (or FICOFM 100) and RPT 100

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Finance						
FICOFM 210	Business Management Staff 2	Online self-paced	4	<p>This course offers Business Services (II) staff in-depth use of the reports and displays in scope for their roles.</p> <p>Roles include:</p> <ul style="list-style-type: none"> ● Reporting in Accounts Payable ● Internal Orders ● Funds Management ● Grants Management ● Human Resources <p>Functions include:</p> <ul style="list-style-type: none"> ● Displaying FI, CO, GM and FM master data ● Analyzing vendor open items ● Finding and drilling into vendor check information ● Displaying internal order reports, actual vs. planning ● Executing fund center reports ● Displaying the organizational structure in HR ● Executing necessary grant reports and master data ● Evaluating data through the use of reports 	<p>Decentralized staff who need to execute the transactions and processes required of the decentralized users for the FI, CO, FM and AP modules in OnePurdue</p> <p>(Students may need assistance understanding included legacy information.)</p>	<p>NAV 115 (or NAV 050)</p> <p>FIFMCO 101 (or FICOFM 100)</p> <p>FICOFM 200 (if you are in a business services role with responsibility for creating data)</p> <p>RPT 100</p>

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Finance						
FIGM 100	Grants Management Process Overview	Online self-paced	1	<p>This is an overview course for business and Sponsored Program Services (SPS) personnel who work with the Grants Management modules of OnePurdue.</p> <p>Participants are introduced to:</p> <ul style="list-style-type: none"> • New terms and their definitions • Steps in the accounting process and integration points within the different modules of the OnePurdue system <p>Topics include:</p> <ul style="list-style-type: none"> • Integration of Grants Management (GM) with Financial (FI), controlling (CO) and Fund Management (FM) • Terminology • Process changes • Master data and the various types of grants <p>This course contains legacy information, so students may need assistance understanding some parts.</p>	Decentralized staff who need an overview of Grants Management and its integration with other OnePurdue financial modules	FIFMCO 101 (or FICOFM 100)
FIGM 201	Grants Management Processing Replaces FIGM 200 If you have completed FIGM 200 you are not required to take this course. (This course is currently being revised.)	Instructor-led	32	<p>This course covers the Grants Management process through the introduction of related terms and concepts. It provides demonstrations and practice in activities required in the Grants Management process, including:</p> <ul style="list-style-type: none"> • Creating and managing internal orders • Creating and managing sponsored programs • Creating and managing grants • Maintaining FMDERIVER • Creating budgets • Posting expenses to grants 	Centralized staff only, who need an introduction to terms and concepts of the Grants Management process	NAV 115 (or NAV 050) FIFMCO 101 (or FICOFM 100) and FIGM 100

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Finance						
FIGM 211	Grants Billing and AR Replaces FIGM 210 If you have completed FIGM 210 you are not required to take this course. (This course is currently being revised.)	Instructor-led	16	This course covers the Grants Management process from the creation of a sales order, billing plans and accounts receivable. It provides demonstrations and practice of the activities required in the Grants Management process that pertain to billing and accounts receivable, including: <ul style="list-style-type: none"> • Changing a debit memo to reflect accurate billing • Creating billing plans • Problem solving and exception-based processing • Reporting and evaluations 	Centralized staff who execute activities in the Grants Management process pertaining to billing and A/R	NAV 115 (or NAV 050) FIFMCO 101 (or FICOFM 100) FIGM 100 FIGM 200
FIPSCD 201	Departmental Public Sector Collections and Disbursement Responsibilities Replaces FIPSCD 200 If you have completed FIPSCD 200 you are not required to take this course. (This course is currently being revised.)	Instructor-led	4	This course provides lessons on the processes related to Business Partner and contract account reporting and evaluation. Participants view Business Partner master data and relevant Business Partner account information. This course also provides demonstrations and practice of required activities in the Public Sector Collection and Disbursement process, including: <ul style="list-style-type: none"> • Navigation • Overview • Business Partner master record display • Business Partner balance display • Business Partner transaction display • Creating charges • Processing returned checks • Printing invoices • Executing reports • Downloading reports to Excel 	Centralized and decentralized staff who work with collection and disbursement processes and need to understand terms and activities required in OnePurdue's Public Sector Collection and Disbursement process	NAV 115 (or NAV 050) FICOFM 100 RPT 100

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Finance						
PSCD 211	<p>Central Public Sector Collections and Disbursement Processing</p> <p>Cashier and Bursar staff only attend the 1st section.</p> <p>Replaces FIPSCD 210</p> <p>If you have completed FIPSCD 210 you are not required to take this course.</p> <p>(This course is currently being revised.)</p>	Instructor-led	16	<p>This course provides participants with hands-on experience working with cash processing in the Public Sector Collections Disbursement (PSCD) accounting area.</p> <p>The first section covers demonstration and practice of:</p> <ul style="list-style-type: none"> ● Business Partner and contract master data display ● Daily cash desk processes (open, post and close) ● Cash journals ● Payment posting (cash, checks and credit cards) ● Lockbox operations ● Payment processing ● ACH <p>The second section focuses on central processes:</p> <ul style="list-style-type: none"> ● Changing charges ● Reprinting invoices ● Posting exception-based transactions ● Creating refunds ● Payment adjustments and manager-related duties ● Closing out a cash journal ● Balancing ● Reporting 	Central office staff and cashiers who process cash journal entries and work with cash desk processing	<p>NAV 115 (or NAV 050)</p> <p>FICOFM 100</p> <p>RPT 100</p>

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Course Code	Course Name	Standard Delivery Method	Course Duration (in hours)	Description	Audience	Prerequisites
Human Resources						
HROV 101	HR Basics Process Overview Replaces HROV 100 HROM 100 and HRP A 100 If you have completed any of the 100 level courses listed above you are not required to take this course.	Online self-paced	2	This course provides participants with a high-level introduction to the modules that make up OnePurdue's Human Resources system. Participants explore the following modules: <ul style="list-style-type: none"> • Time Management • Payroll • Personnel Administration • Organizational Management 	Decentralized business facilitators of personnel business who hold HR security roles	NAV 115 (or NAV 050)
HROM 200	Creating and Maintaining Organizational Objects	Online self-paced	8	This course instructs participants on how to create and maintain organizational units including: <ul style="list-style-type: none"> • Jobs • Positions and relationships • Enterprise structure settings and relationships • Relationships between organizational units 	Centralized staff in Organizational Management and Compensation/ Classification (only organizational units) Org. Structure Analyst (only jobs and positions) Org. Mgt. Processor HR Comp. Analyst	NAV 115 (or NAV 050) HROV 101 (or HROV 100)

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Human Resources						
HRPA 151	System Inquiry If you have completed HRP A 150, you are not required to take this course. Replaces HRP A 150.	Instructor-led	4	<p>This course covers:</p> <ul style="list-style-type: none"> • How to look up employee and position data • Completion of HR forms • How to answer questions for staff in decentralized areas <p>Participants learn how to search for employee, position and organizational unit data using various transaction codes, and become familiar with new data elements in the OnePurdue system related to employees and their positions.</p> <p>The use of quick tips and techniques for streamlined system navigation is also covered.</p>	Staff with a need to look up employee and position data, complete HR forms and answer questions for staff in decentralized areas	NAV 115 (Or NAV 050)
HRPA 240	Cost Distribution Process - Decentralized Users If you have completed HRTM 220 or HRTM 221, you are not required to take this course.	Online self-paced	4	This course allows participants to gain practical skills in the process for entering cost distribution.	Centralized and decentralized staff who enter cost distribution data on employees	NAV 115 (or NAV 050) HROV 101 (or HROV 100) HRPA 150

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Course Code	Course Name	Standard Delivery Method	Course Duration (in hours)	Description	Audience	Prerequisites
Human Resources						
HRTM 221	Time Administrator/Cost Distribution This course will be offered beginning in October.	Instructor-led	7.5	This course provides an overview of the time administration process through the introduction of related terms and concepts, in addition to demonstrations and practice of activities required in the requisitioning process. Topics include: <ul style="list-style-type: none"> • Entering Time through CATS • Auditing Time • Approving Time • Running Reports • Identifying Quota Types • Determining Payouts when employees leave the University • Entering Absence Data in CATS 		
HRTM 225	Monthly Employee Time Administration for Leaves of Absence	Online self-paced	3.5	Utilizing hands-on training of monthly employee absence processing in the OnePurdue system, this course includes: <ul style="list-style-type: none"> • Reviewing and entering data from Form 33s • Searching for an employee by PERNR • Reviewing new leave codes • Entering time by a monthly employee profile • Setting variants • Handling unpaid absences • Reviewing leave quotas and auditing time entries • The Display Working Times Report • The Time Evaluation Messages Report <p>This course is focused on OnePurdue time entry requirements based on completed leave forms.</p>	Time administrators who process only monthly paid employee absences	

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Physical Facilities						
PFSRM 150	<p>Component Planning/Shopping Cart Training.</p> <p>In the development process. Check back for future updates.</p>	Instructor-led	2		Assigned Physical Facilities Staff	Basic computer skills

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Purchasing (SRM)						
SRMAP 101	Buying Goods and Services at Purdue University Replaces FISRMAP 100	Online self-paced	2	<p>This course is an overview for staff who work with Supplier Relationship Management (SRM) and/or Accounts Payable (AP) modules of OnePurdue.</p> <p>SRMAP 101 is a blend of the Purchasing Basic Skills course and the original FISRMAP 100. Participants will be introduced to:</p> <ul style="list-style-type: none"> • SRM terms and their definitions • Steps in the purchase-to-pay process • Integration points within the different modules of the OnePurdue 	<p>New users with any role in SRM and all staff who request goods and services at the university, including those with these assigned roles:</p> <ul style="list-style-type: none"> • Requisitioner • Approver • Procurement Professional • Receiver • Accounts Payable Personnel 	Basic computer skills
SRM 201	<p>Create Shopping Carts</p> <p>Replaces SRM 200</p> <p>If you have completed SRM 200 you are not required to take this course.</p>	Online self-paced	2	<p>This course provides an overview of the requisitioning process through the introduction of related terms and concepts, in addition to demonstrations and practice of activities required in the requisitioning process. Topics include:</p> <ul style="list-style-type: none"> • Changing user settings • Searching in SRM • Methods for placing an order • Creating shopping carts • Maintaining shopping carts • Changing shopping carts • Monitoring your order 	New users with a requisitioner role as well as decentralized staff who need an overview of the process used to create requests to purchase goods and services	SRMAP 101 (or FISRMAP 100)

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Purchasing (SRM)						
SRM 211	Approve Shopping Carts Revision in process; expected availability by end of July	Online self-paced		This course provides an overview of the Shopping Cart approval and workflow process at Purdue University. In this course you are introduced to: <ul style="list-style-type: none"> • The approver levels and types at Purdue University • Managing the approvers inbox • Workflow in SRM • Approving shopping carts • Changing shopping carts • Delegating Substitution Authority 	New users with an approval role	
SRM 230	Confirm Shopping Carts	Self-paced WBT	1	This course covers the Receiving process through the introduction of related terms and concepts. It provides demonstrations and practice of required activities in the following processes: <ul style="list-style-type: none"> • Receiving • Goods Receipt • Impact of Goods Receipt on End-to-End Purchasing • Execution of a Good Receipt (Confirm a Shopping Cart) 	Decentralized staff who are assigned the role of receiver and need to learn to confirm goods are received using the OnePurdue system	SRMAP 101 (or FISRMAP 100) or SRMAP 103
SRM 231	Confirm Purchase Orders	Self-paced WBT	1	This course covers the Receiving process through the introduction of related terms and concepts. It provides instruction and demonstration of required activities in the following process: <ul style="list-style-type: none"> • Executing a Purchase Order Confirmation • Display Confirmations • Return Delivery in OnePurdue • Delete Confirmations • Impact of Purchase Order Confirmation on the Purchase to Pay process in OnePurdue 	Decentralized staff who are assigned the role of receiver and need to learn to confirm goods are received, using the OnePurdue system.	SRMAP 101 (or FISRMAP 100) or SRMAP 103

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SAP Navigation (BEx)						
BW 300	Business Information Warehouse Query Design	Instructor-led	24	This course provides power users with the basic functions of SAP Business Information Warehouse (BW) reporting, from navigating existing reports to creating their own query definitions.	Staff designated by the Purdue Enterprise Reporting Advisory Committee who create queries and workbooks	RPT 100

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Travel						
TBD	In the development process. Check back for future updates.					