



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? (clewis@cfo.pitt.edu)
Purchasing Fundamentals	Purchasing for my dept. or submitting payment requests	Online	1.5 hours	Contact Cathy Lewis to register
Financial Information Overview	Accessing Level Reports or using General Ledger app.	Online	1.5 hours	Contact Cathy Lewis to register
Policies/Procedures for New PCard Holders	Receiving a P-card	Online	.5 hour	Cathy Lewis 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 Cathy Lewis 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 Cathy Lewis to register
PRISM P-card Reviewer	Reviewing P-card charges to certify they are legitimate business expenses	On-line	.5 hour	Contact Cathy Lewis to register.
PantherExpress Travel & Expense Management	Booking travel; Entering online travel & business expense reports	Online	1-2 hours	Self-guided training materials are on the Travel & Expense Management website (http://pext.pitt.edu)
PantherExpress Shopper	Creating shopping carts with contracted suppliers only, cannot enter charge acct. information, does not have any approval authority	Online	.75 hour	Contact Cathy Lewis to register.
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 Cathy Lewis to register
PantherExpress Approver	Approving orders or payment requests (Specialty Forms)	Online	.5 hour	Contact Cathy Lewis to register.
PantherExpress Specialty Forms	Submitting payment requests	Online	1.5 hours	Contact Cathy Lewis to register.