



Training Course Catalog

State of Kansas
Sunflower Project



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AM140: Introduction to Asset Management

Delivery Method: Web-Based Training

Duration: 2 hours, 20 minutes

Course Objectives:

- Define key Asset Management terminology
- Identify and describe the roles involved in the Asset Management module
- Explain the purpose and benefits of the Asset Management module
- Explain how Asset Management fits into SMART
- Describe how Asset Management integrates with other SMART modules

Prerequisites:

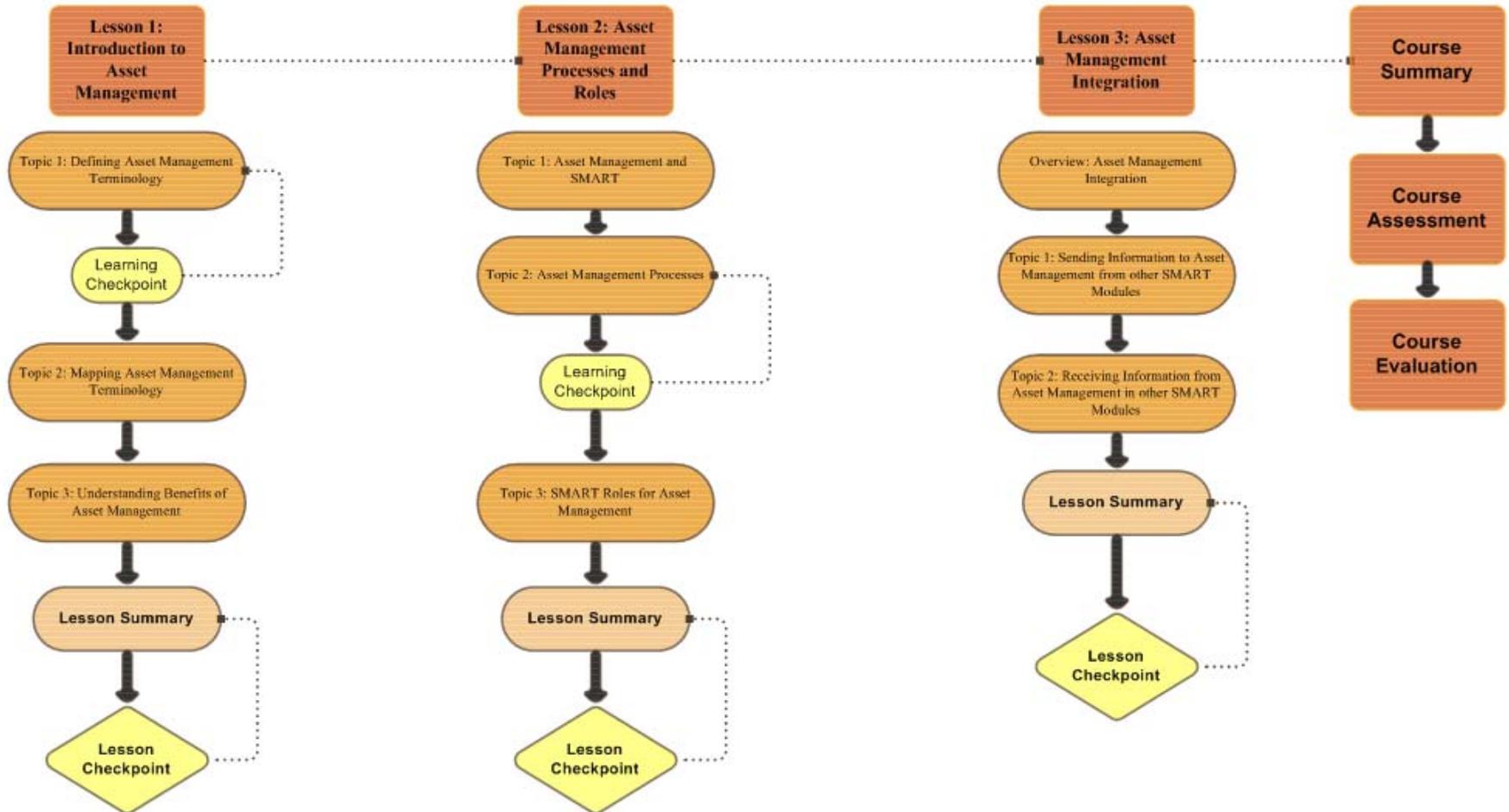
- GN101: Introduction to SMART

Required Roles:

- Asset Processor
- Asset Adjustment/Transfer/Retirement Processor
- Month-End Processor
- Depreciation Processor
- Assets Viewer
- Configuration Maintainer



Course Path: AM140 Introduction to Asset Management





AM340: Entering and Maintaining Assets

Delivery Method: Instructor-Led Training

Duration: 8 hours

Course Objectives:

- Understand assets and leases
- Enter and update assets
- Enter and update leases
- Integrate Asset Management with Purchasing, Accounts Payable, and Project Costing

Prerequisites:

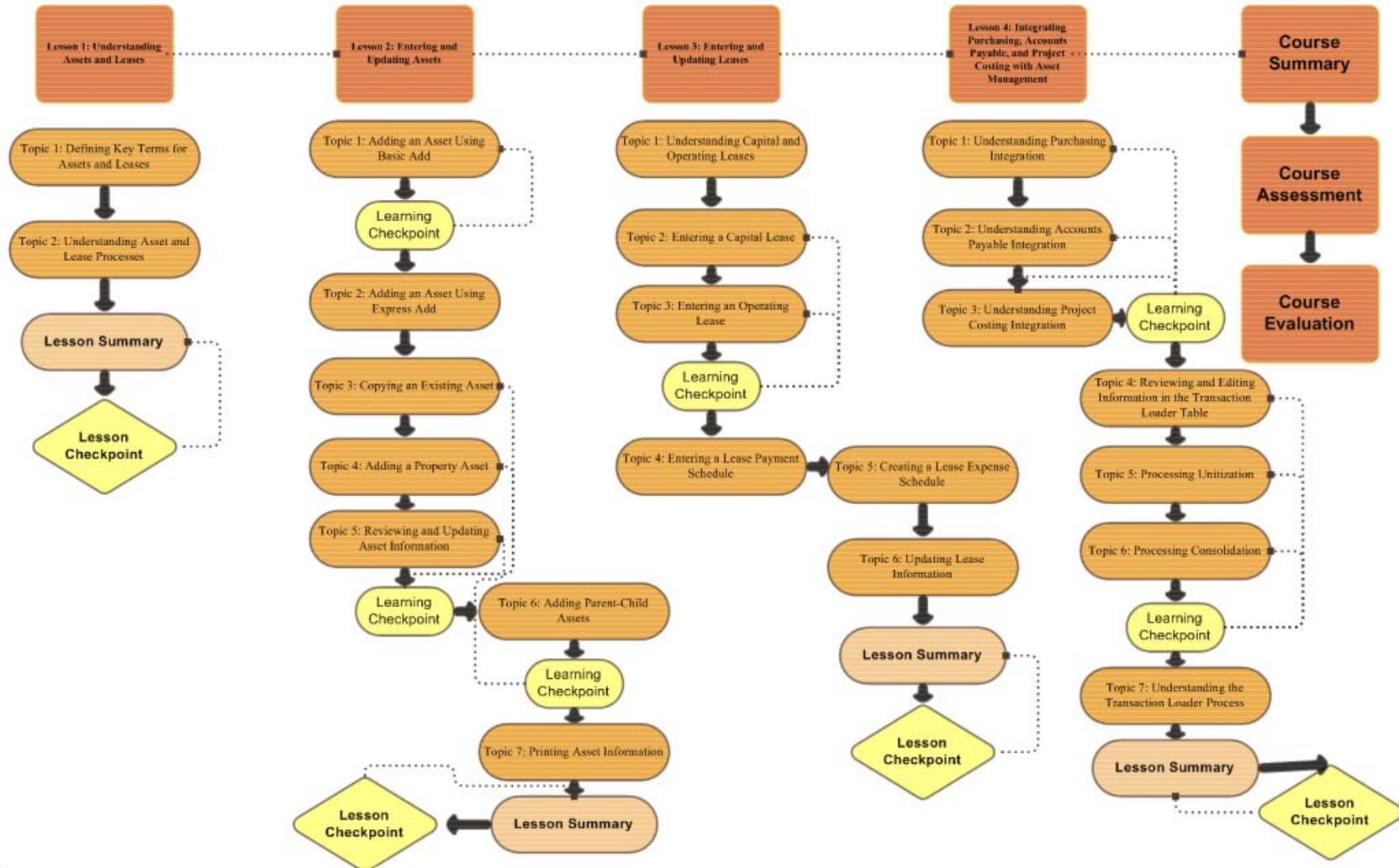
- GN101: Introduction to SMART
- AM140: Introduction to Asset Management
- GN201: Introduction to Navigating in SMART

Required Roles:

- Asset Processor



Course Path: AM340 Entering and Maintaining Assets





AM341: Adjusting, Recategorizing, Transferring, and Retiring Assets

Delivery Method: Instructor-Led Training

Duration: 7 hours

Course Objectives:

- Understand asset adjustment, transfer, recategorization, retirement, and reinstatement
- Adjust and recategorize an asset
- Transfer assets within and between business units
- Retire and reinstate assets

Prerequisites:

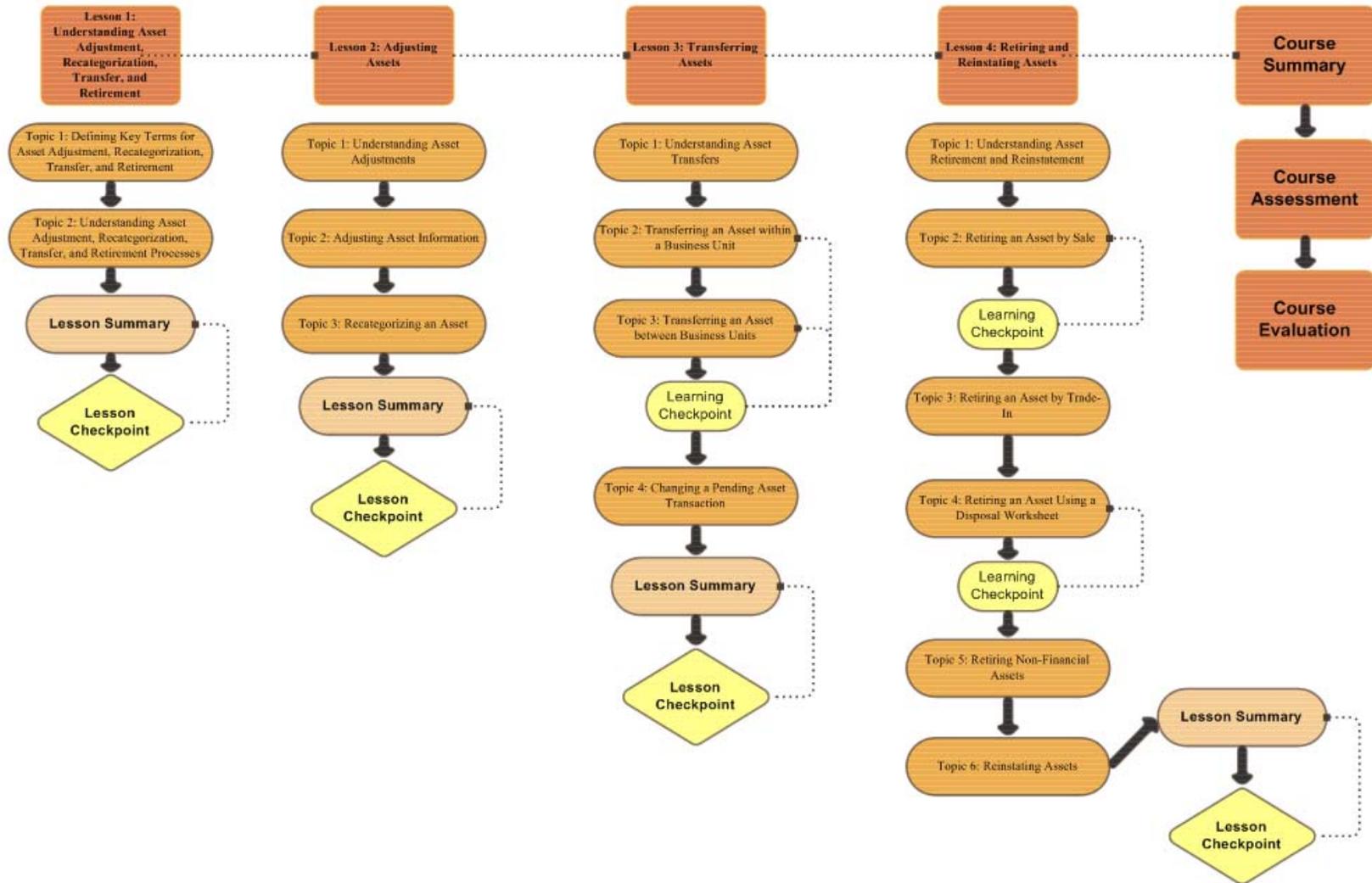
- GN101: Introduction to SMART
- AM140: Introduction to Asset Management
- GN201: Introduction to Navigating in SMART

Required Roles:

- Asset Adjustment, Transfer, and Retirement Processor



Course Path: AM341 Adjusting, Recategorizing, Transferring, and Retiring Assets





AM344: Processing Depreciation

Delivery Method: Web-Based Training

Duration: 2 hours, 30 minutes

Course Objectives:

- Explain depreciation and depreciation processing in SMART
- Run depreciation processes

Prerequisites:

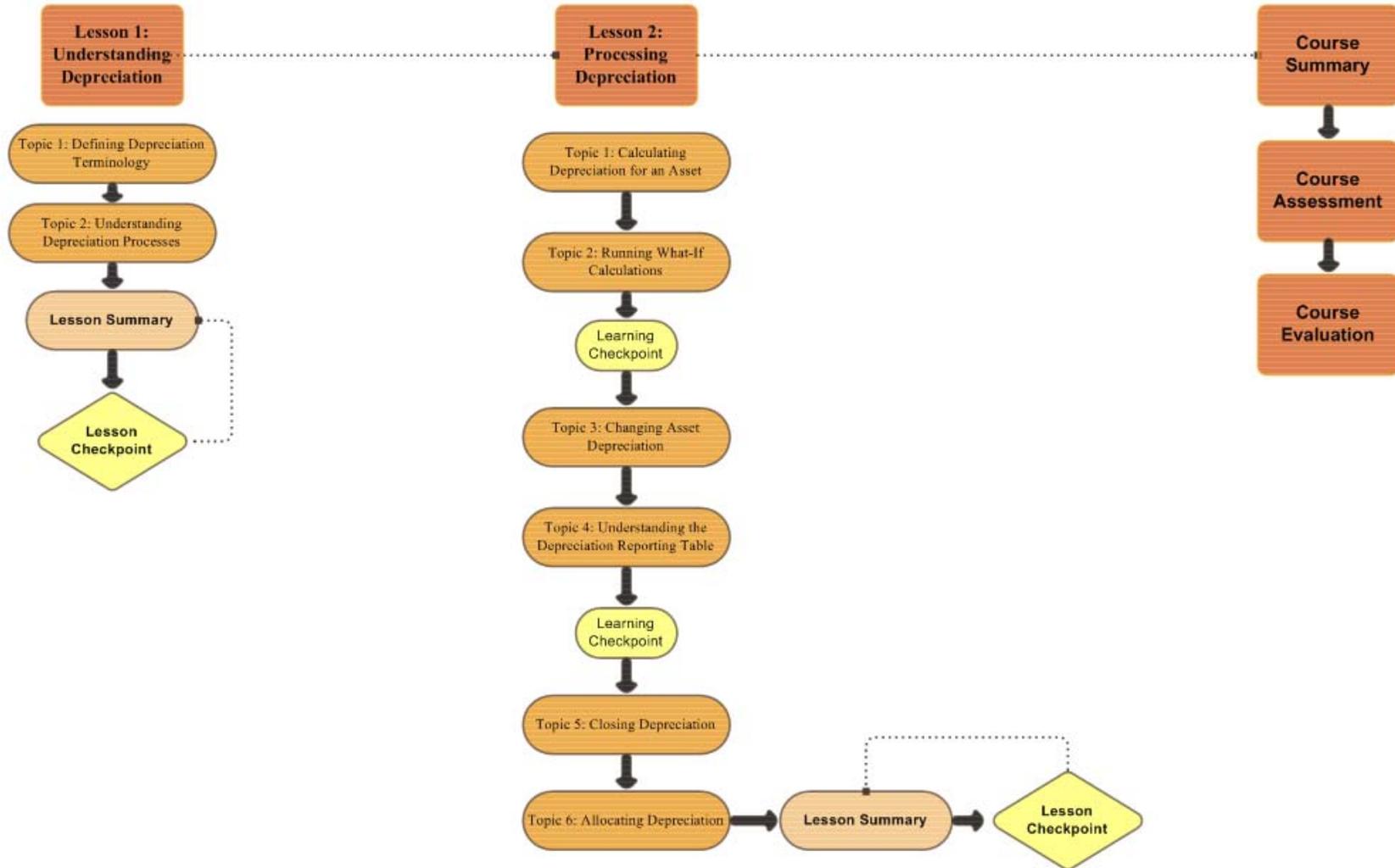
- GN101: Introduction to SMART
- AM140: Introduction to Asset Management
- GN201: Introduction to Navigating in SMART
- RP202: Introduction to Reporting in SMART

Required Roles:

- Month-End Processor
- Depreciation Processor



Course Path: AM344 Processing Depreciation





AP110: Introduction to Accounts Payable

Delivery Method: Web-Based Training

Duration: 2 hours

Course Objectives:

- Define key Accounts Payable terms
- Provide a clear explanation of the benefits of Accounts Payable in SMART
- List the roles involved in Accounts Payable
- Explain how Accounts Payable fits into SMART
- Describe how Accounts Payable integrates with other modules in SMART

Prerequisites:

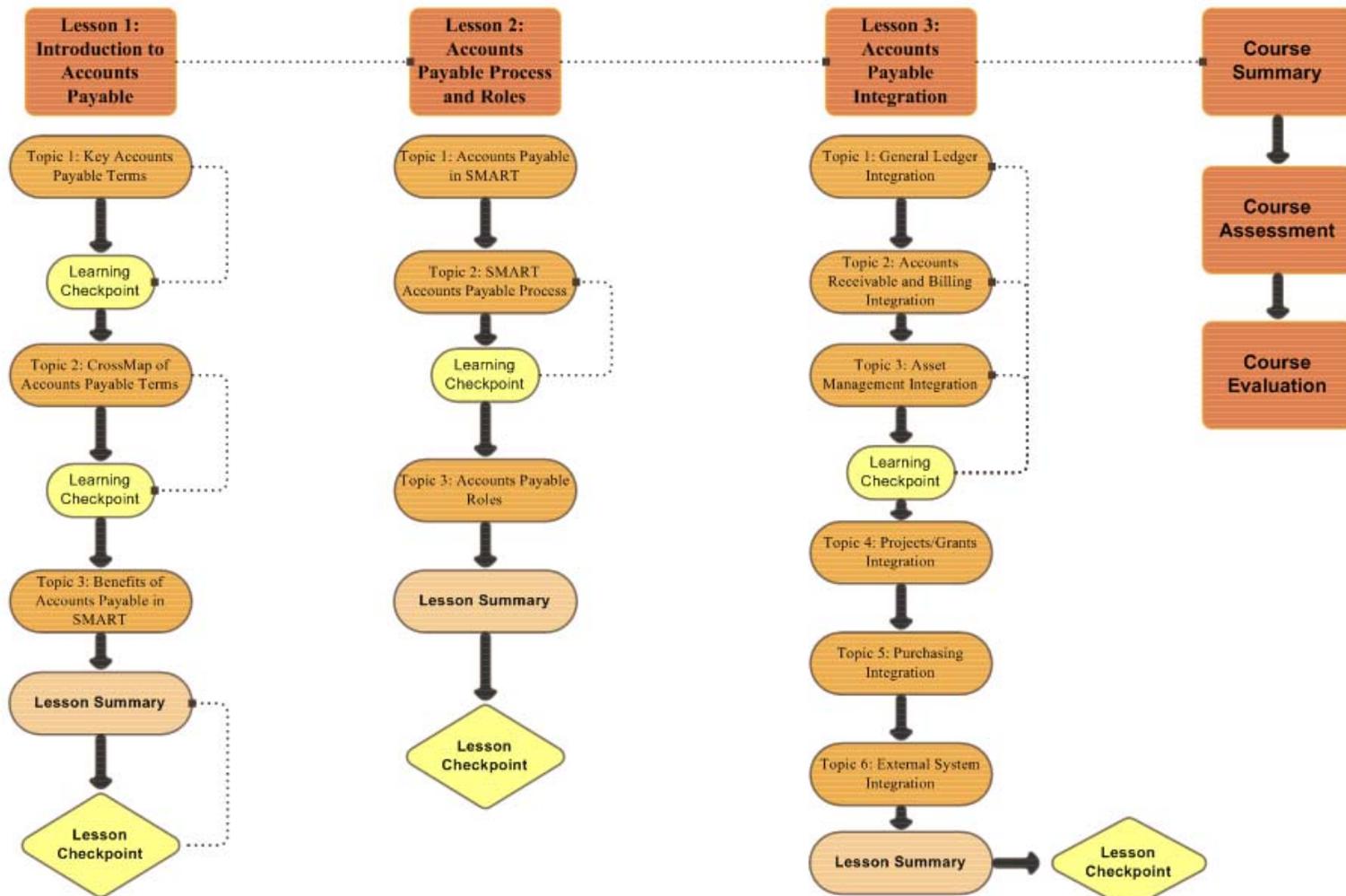
- GN101: Introduction to SMART

Required Roles:

- Vendor Processor
- Vendor Approver
- Accounts Payable Processor
- Accounts Payable Supervisor
- Accounts Payable Maintainer
- Accounts Payable Approver
- Accounts Payable Auditor
- 1099 Processor
- Paycycle Processor
- Payment Maintainer



Course Path: AP110 Introduction to Accounts Payable





AP310: Vendor Processing

Delivery Method: Instructor-Led Training

Duration: 3 hours, 30 minutes

Course Objectives:

- Explain the vendor process
- Describe how vendor processing integrates with other functions in SMART
- List the roles involved in vendor processing
- Search for a vendor
- Enter a vendor
- Request an update to the vendor master record

Prerequisites:

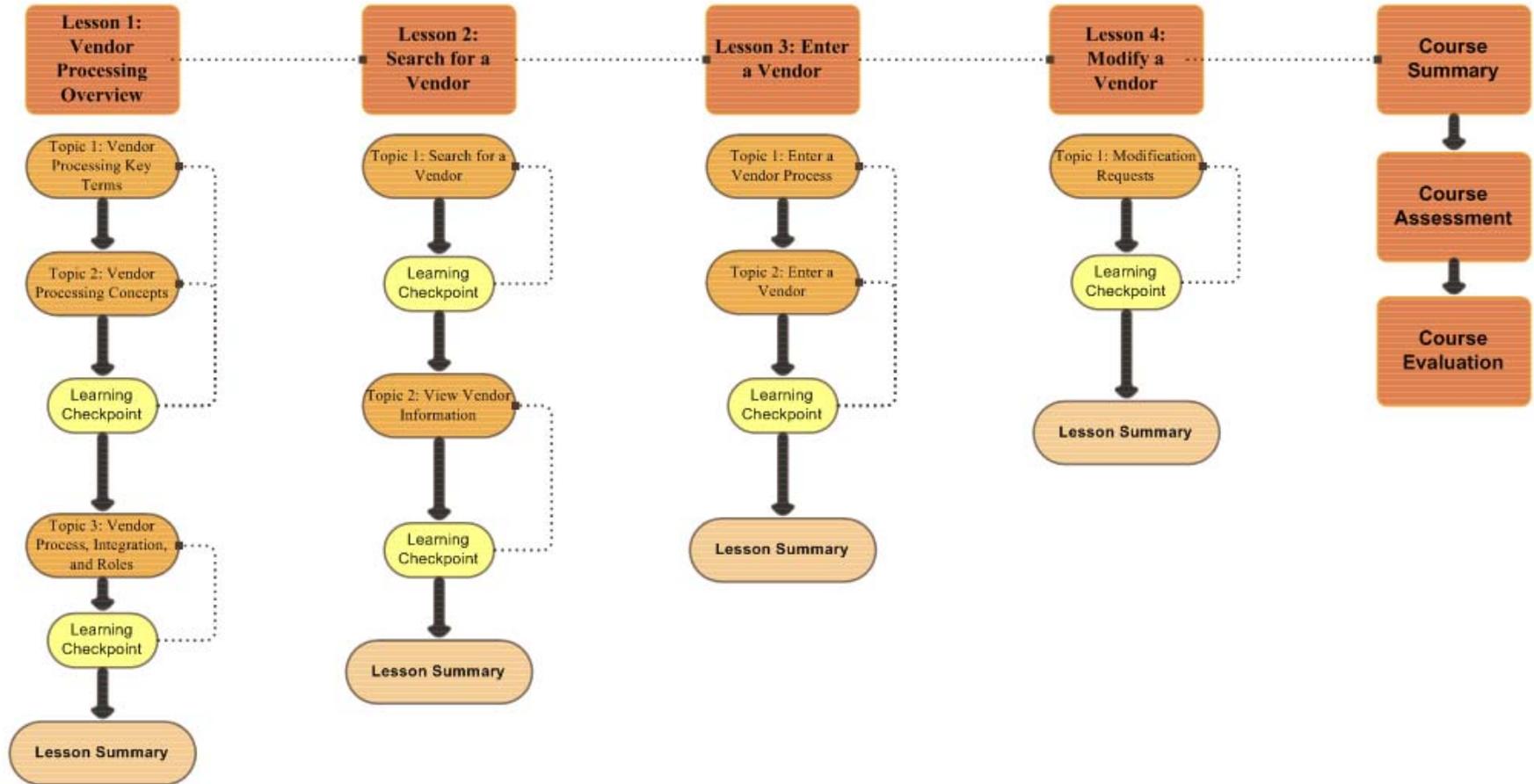
- GN101: Introduction to SMART
- AP110: Introduction to Accounts Payable
- GN201: Introduction to Navigating in SMART

Required Roles:

- Buyer
- Contract Processor
- Vendor Processor



Course Path: AP310 Vendor Processing





AP311: Voucher Processing

Delivery Method: Instructor-Led Training

Duration: 6 hours

Course Objectives:

- Define basic voucher terms
- Describe the voucher process in SMART, including the impacts to other modules
- Create a voucher without a purchase order
- Create a voucher with a purchase order
- Create a journal voucher
- Create a reversal voucher
- Manage vouchers
- Monitor control groups

Prerequisites:

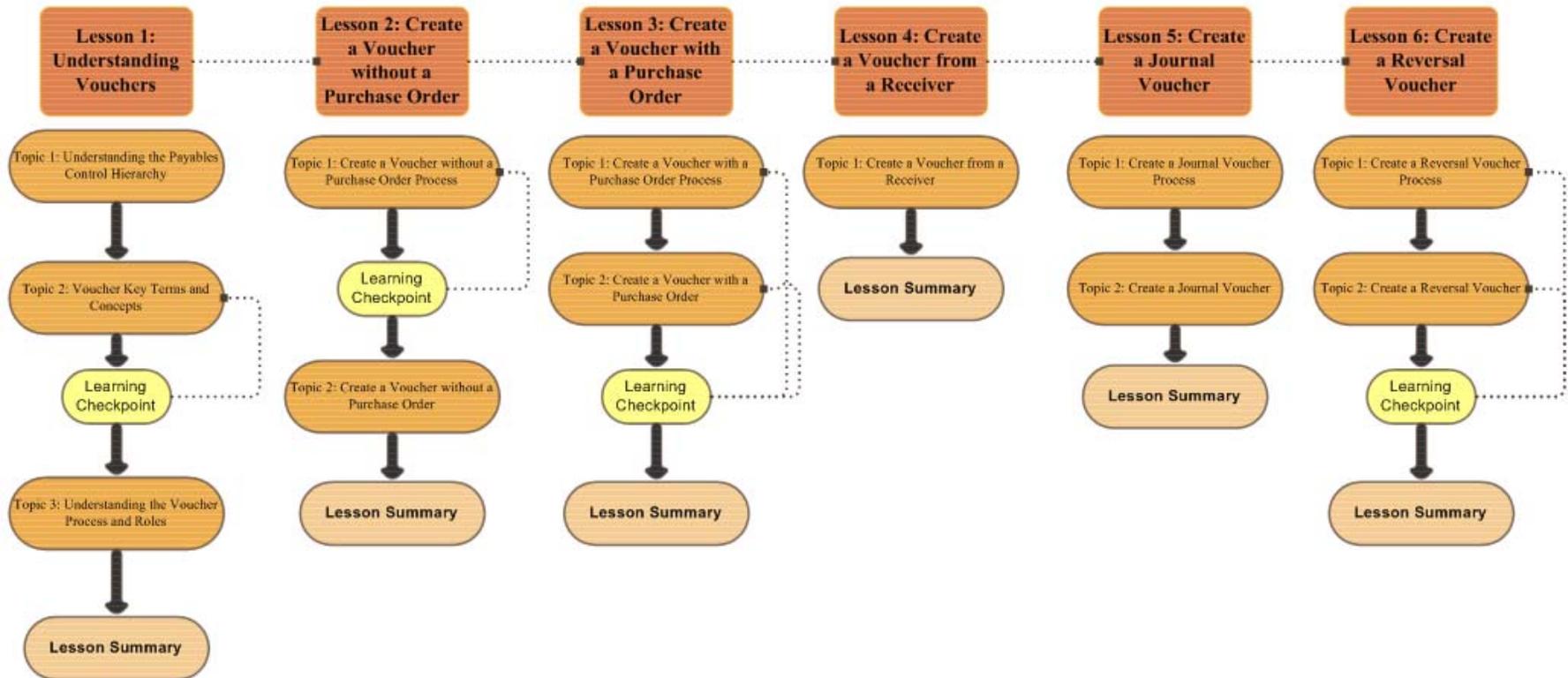
- GN101: Introduction to SMART
- AP110: Introduction to Accounts Payable
- GN201: Introduction to Navigating in SMART
- RP202: Introduction to Reporting in SMART

Required Roles:

- Accounts Payable Processor
- Accounts Payable Approver
- Accounts Payable Maintainer

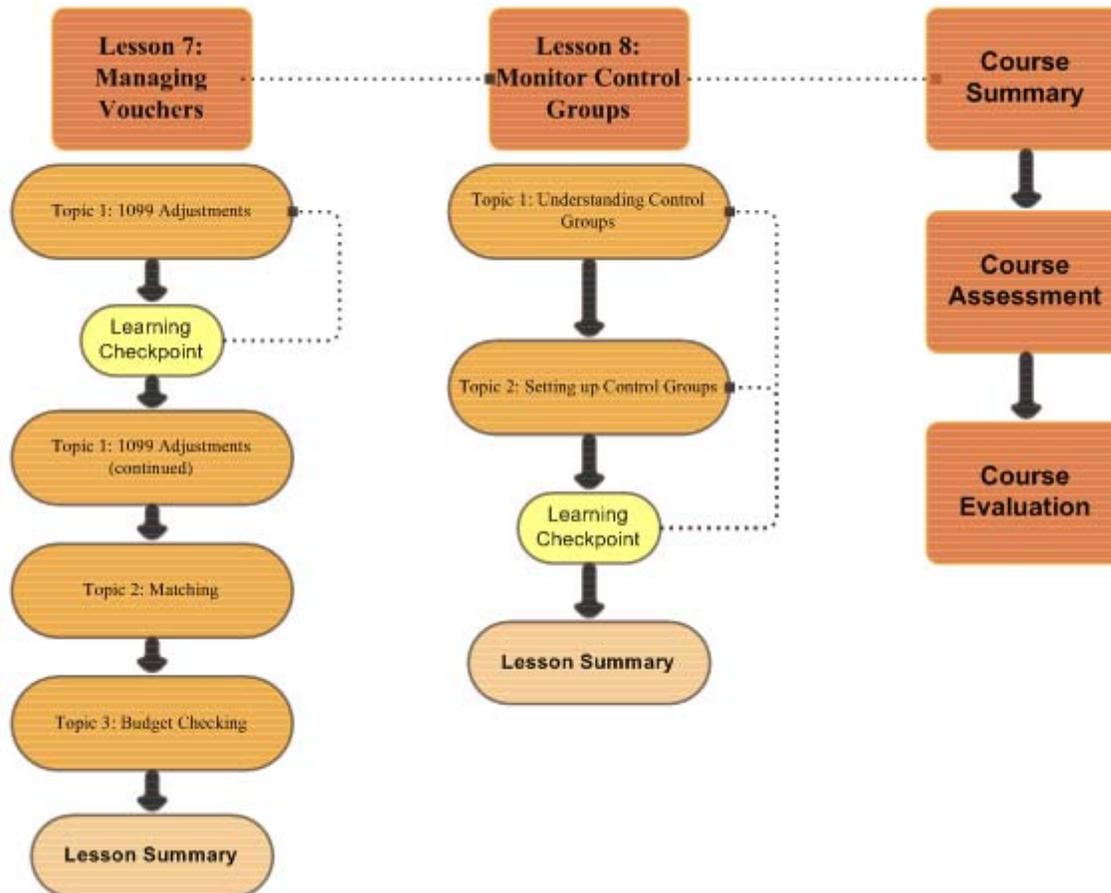


Course Path: AP311 Voucher Processing (1)





Course Path: AP311 Voucher Processing (2)





AP312: Advanced Voucher Processing

Delivery Method: Instructor-Led Training

Duration: 2 hours, 30 minutes

Course Objectives:

- Post a voucher
- Unpost a voucher
- Delete a voucher
- Close a voucher
- Complete a 1099 adjustment

Prerequisites:

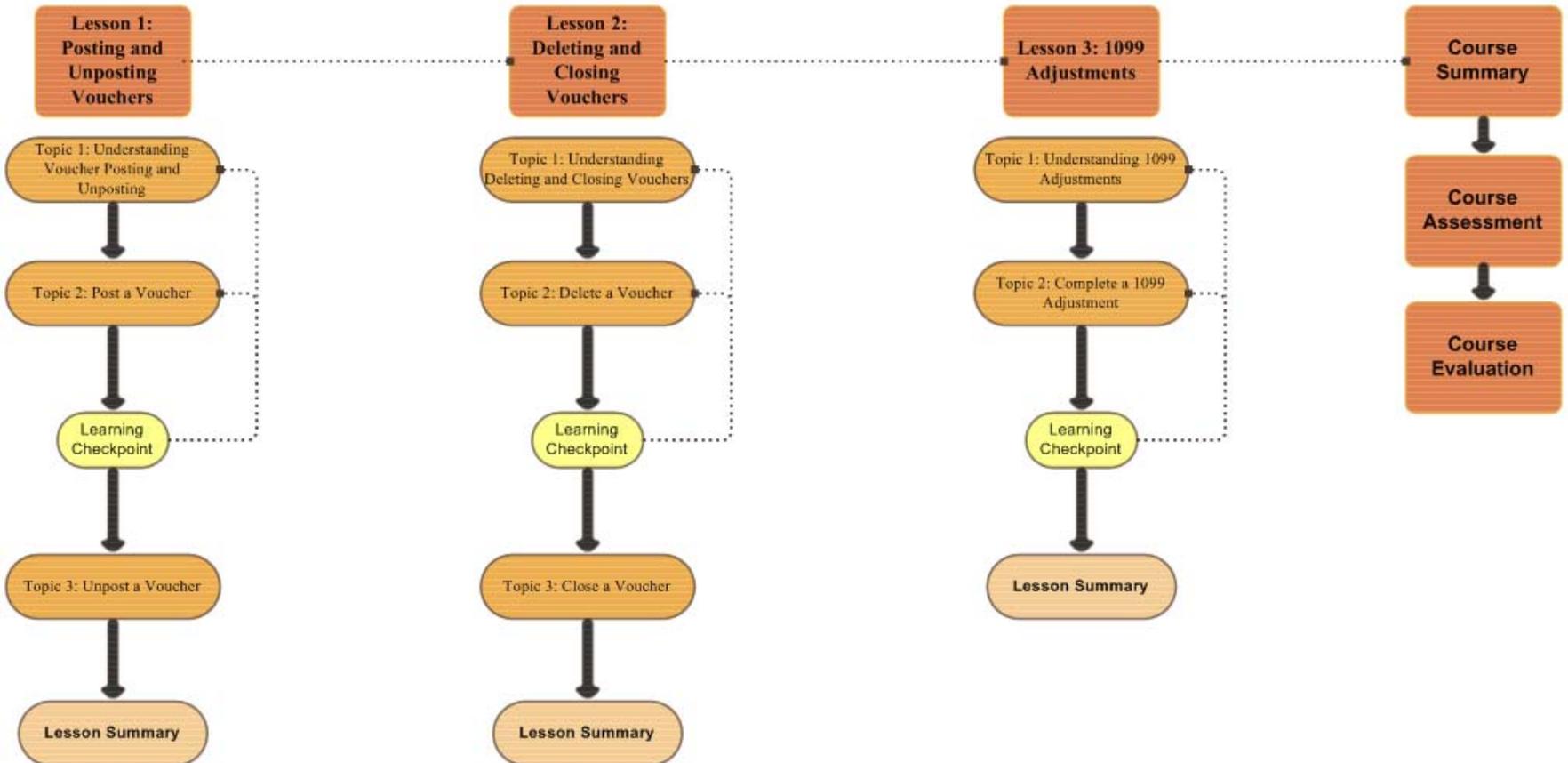
- GN101: Introduction to SMART
- AP110: Introduction to Accounts Payable
- GN201: Introduction to Navigating in SMART
- RP202: Introduction to Reporting in SMART
- AP311: Voucher Processing

Required Roles:

- Accounts Payable Supervisor



Course Path: AP312 Advanced Voucher Processing





AP313: Accounts Payable Maintenance

Delivery Method: Instructor-Led Training

Duration: 2 hours, 30 minutes

Course Objectives:

- Post a voucher
- Explain how journal generator is used and the impacts to the General Ledger
- Create a control group
- Manage control groups
- Monitor errors (posting, budget checking, matching)

Prerequisites:

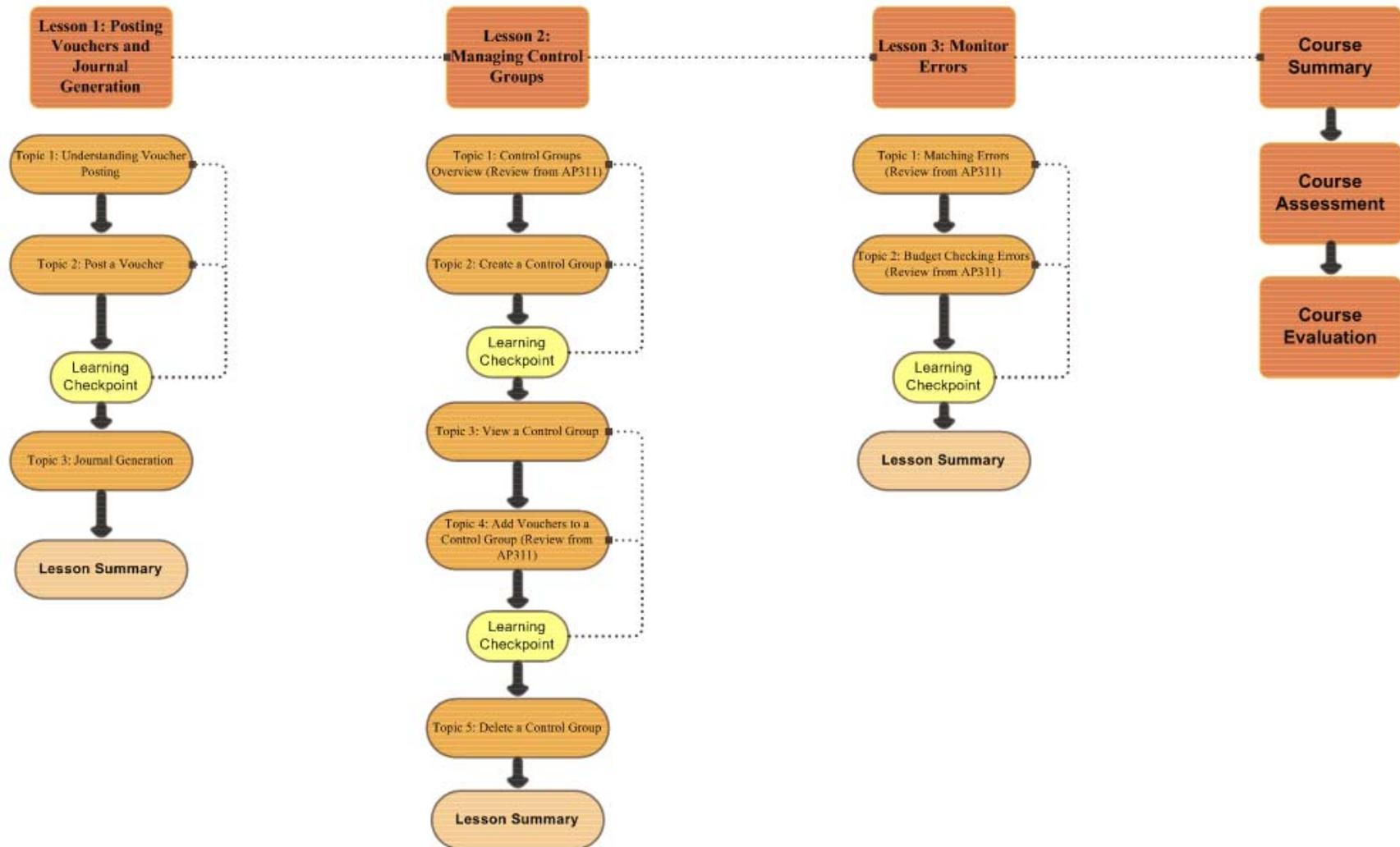
- GN101: Introduction to SMART
- AP110: Introduction to Accounts Payable
- GN201: Introduction to Navigating in SMART
- AP311: Voucher Processing

Required Roles:

- Accounts Payable Maintainer



Course Path: AP313 Accounts Payable Maintenance





AP314: Travel and Expense Processing

Delivery Method: Web-Based Training

Duration: 2 hours, 30 minutes

Course Objectives:

- Define basic travel and expense terms
- List the roles involved in the travel and expense process and describe the tasks performed by each role
- Navigate to the travel authorization page, the cash advance page and the report entry page
- Explain the business requirements for entering a cash advance
- Print an expense report, travel authorization, and cash advance in SMART

Prerequisites:

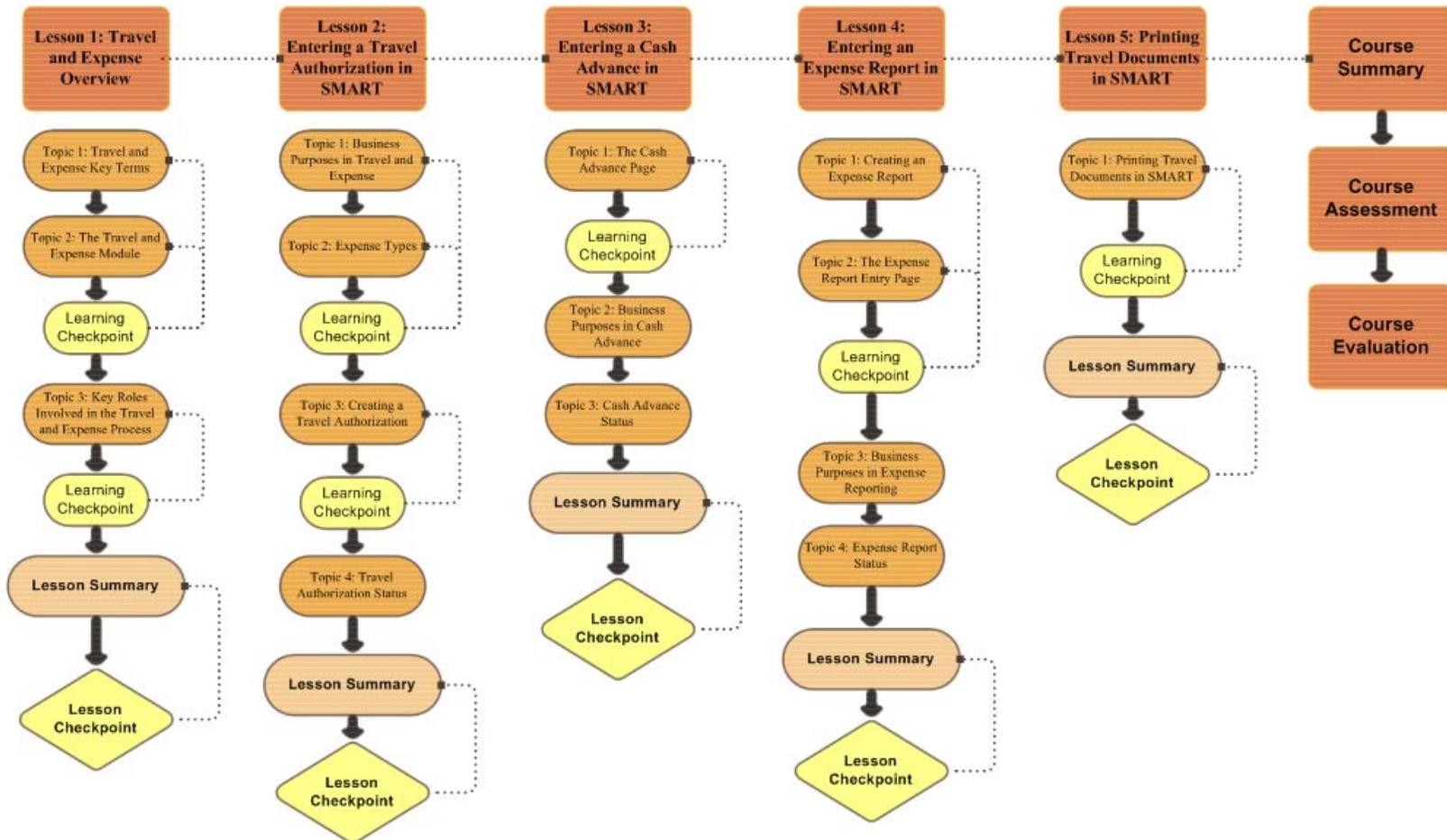
- GN101: Introduction to SMART
- GN201: Introduction to Navigating in SMART

Required Roles:

- Occasional Travel Processor
- Frequent Travel Processor
- Travel and Expense Administrator
- Travel and Expense Maintainer



Course Path: AP314 Travel and Expense Processing





AP315: Advanced Travel and Expense Processing

Delivery Method: Instructor-Led Training

Duration: 5 hours, 30 minutes

Course Objectives:

- Review the process for entering travel and expenses (review from AP314: Travel and Expense Processing)
- Explain the role that a frequent user has in completing expense reports, travel authorizations, and cash advances
- Enter travel authorizations as a frequent user for a variety of travel scenarios
- Enter cash advances as a frequent user for a variety of travel scenarios
- Enter expense reports as a frequent user for a variety of travel scenarios

Prerequisites:

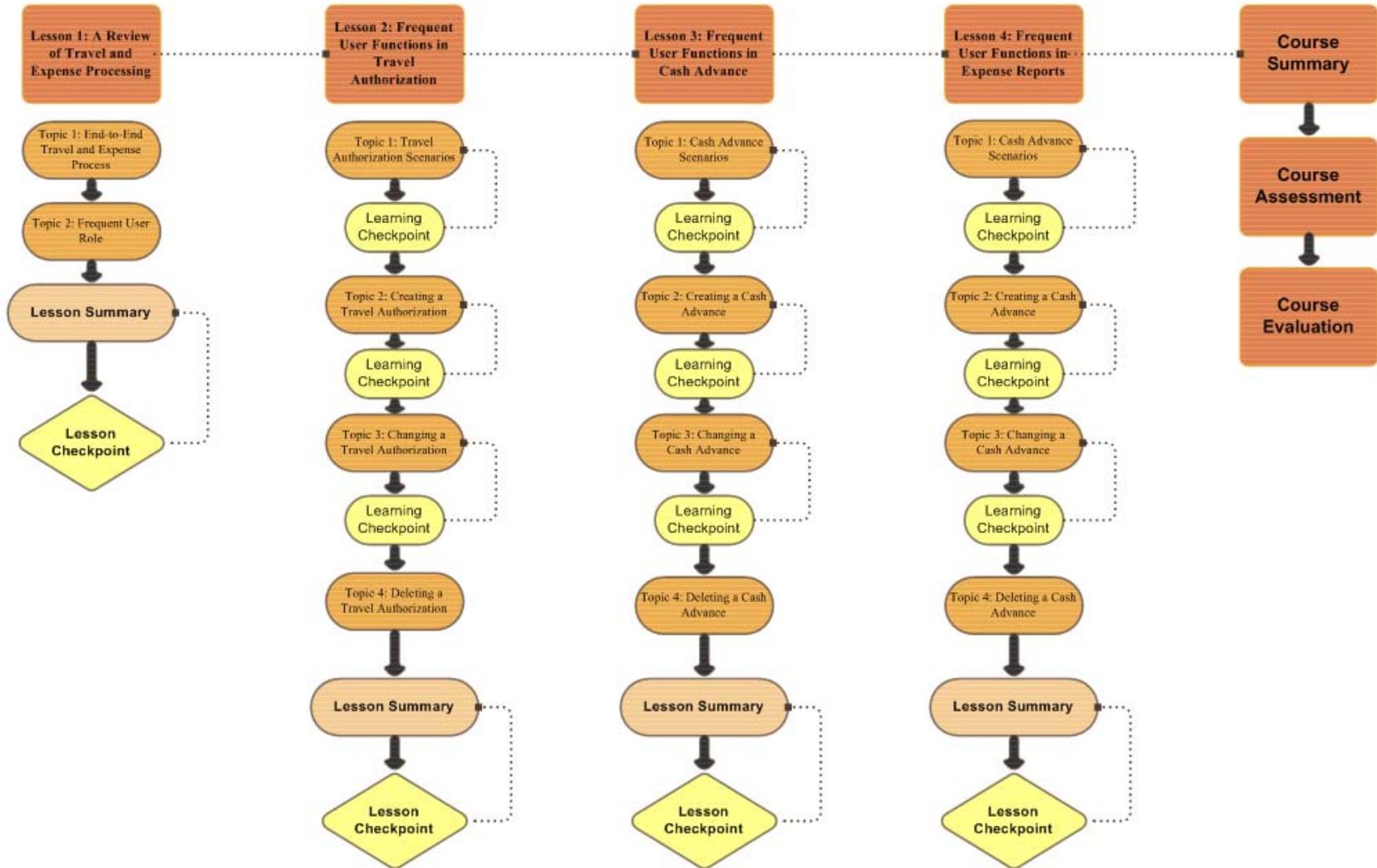
- GN101: Introduction to SMART
- GN201: Introduction to Navigating in SMART
- AP314: Travel and Expense Processing

Required Roles:

- Frequent Travel Processor



Course Path: AP315 Advanced Travel and Expense Processing





AP316: Travel and Expense Administration

Delivery Method: Instructor-Led Training

Duration: 2 hours, 30 minutes

Course Objectives:

- Explain the end-to-end process for Travel and Expense
- List the roles involved in the Travel and Expense process, including central and agency roles
- List the types of travelers that might be set up in SMART and explain how these types of travelers vary
- Describe the steps involved in the expense submission process
- Explain how employee information is interfaced from the SHARP system

Prerequisites:

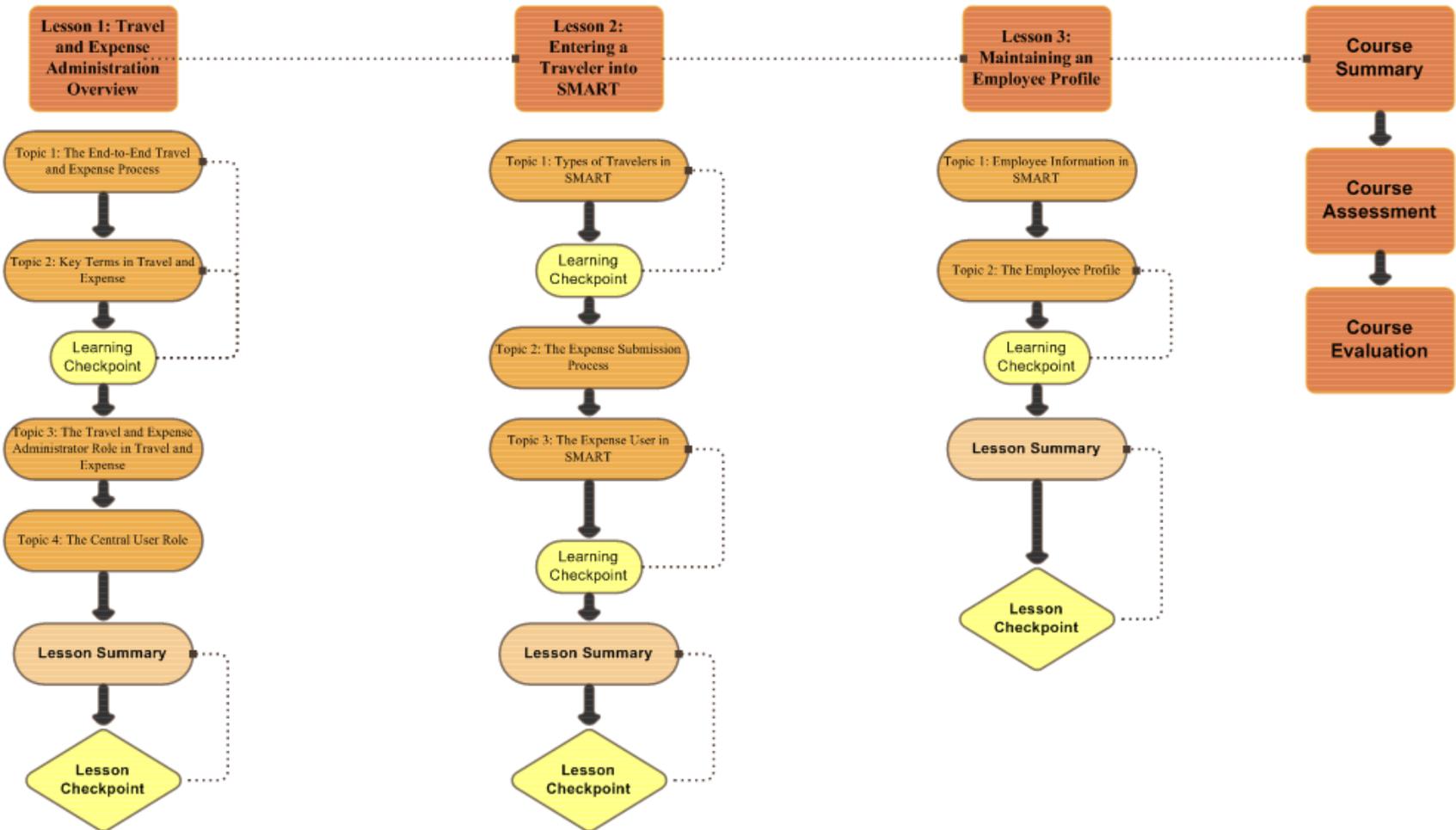
- GN101: Introduction to SMART
- GN201: Introduction to Navigating in SMART

Required Roles:

- Travel and Expense Administrator



Course Path: AP316 Travel and Expense Administration





AR150: Introduction to Accounts Receivable and Billing

Delivery Method: Web-Based Training

Duration: 2 hours

Course Objectives:

- Identify and define pertinent terms for the SMART Accounts Receivable and Billing process, how they integrate with current State terms
- Identify benefits of system integration
- Explain how Accounts Receivable and Billing fits into SMART functionality
- Explain the State of Kansas Accounts Receivable and Billing process
- List the roles involved in Accounts Receivable and Billing and explain how the roles fit into the activities in the Accounts Receivable And Billing process
- Describe the relationship and sharing of information between Accounts Receivable and Projects, Contracts, and Grants, Accounts Payable, General Ledger, and Asset Management

Prerequisites:

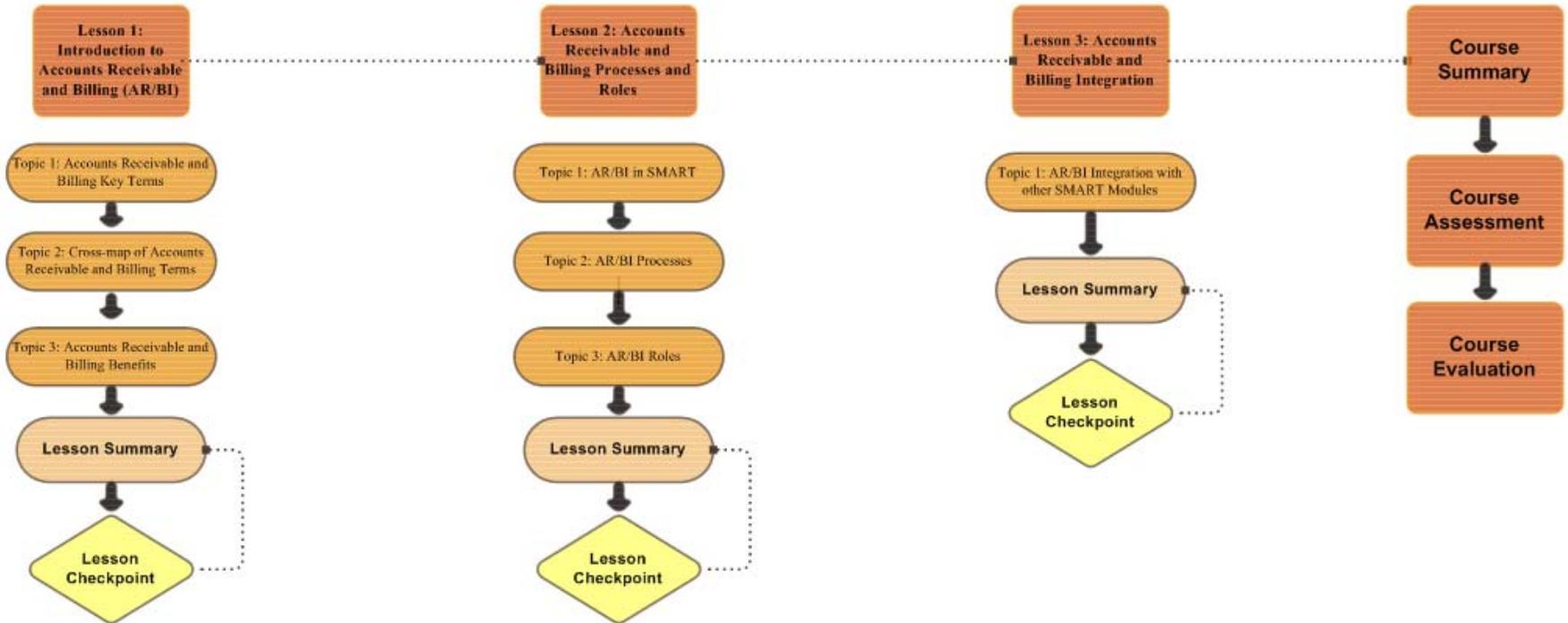
- GN101: Introduction to SMART

Required Roles:

- AR Viewer (AR)
- Deposit Processor (AR)
- Customer Creator (AR)
- Item Processor (AR)
- AR Agency Administrator (AR)
- AR Maintainer (AR)
- Approver - Treasurer (AR)
- Billing Processor (BI)
- Billing Administrator (BI)
- Billing Maintainer (BI)
- Billing Viewer (BI)



Course Path: AR150 Introduction to Accounts Receivable and Billing





AR350: Maintaining Customers

Delivery Method: Instructor-Led Training

Duration: 3 hours

Course Objectives:

- List and define all primary and additional customer roles
- Describe the changes from the existing State processes to the SMART processes
- Explain the end-to-end process for Accounts Receivable and Billing and how customers fit into that system
- List roles involved in the customer maintenance process
- Ability to enter, copy, and add general information to a new customers
- Ability to update customer information

Prerequisites:

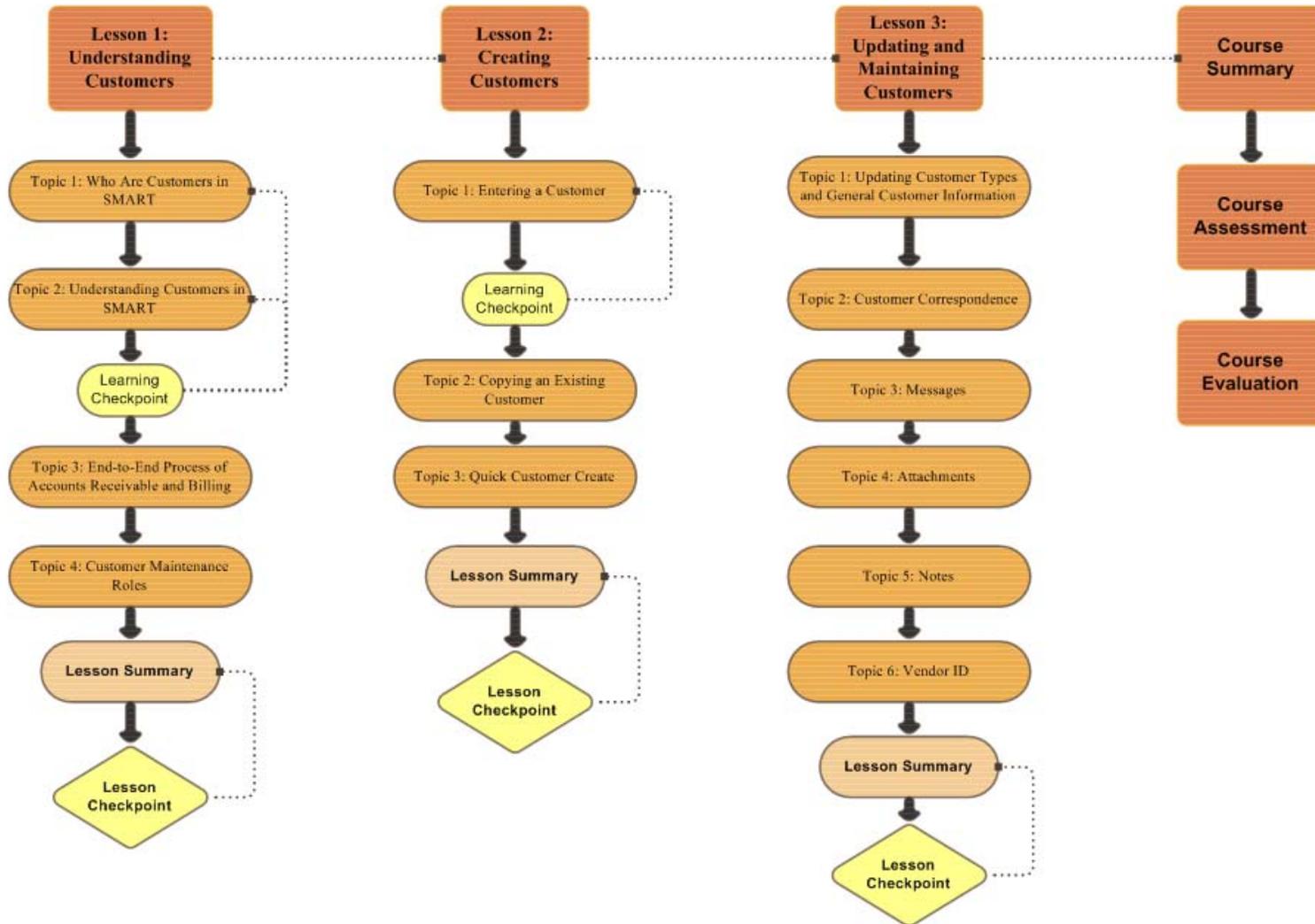
- GN101: Introduction to SMART
- AR150: Introduction to Accounts Receivables and Billing
- GN201: Introduction to Navigating in SMART
- RP202: Introduction to Reporting in SMART

Required Roles:

- Customer Creator (AR)
- AR Agency Administrator (AR)
- Billing Administrator (BI)



Course Path: AR350 Maintaining Customers





AR351: Creating and Maintaining Receivables

Delivery Method: Instructor-Led Training

Duration: 5 hours, 30 minutes

Course Objectives:

- Understand specific receivables terms
- Understand the end-to-end process for receivables in the Accounts Receivables and Billing modules
- Enter receivables with specific information
- Know when the batch receivables update has been completed
- Maintain and update receivables with specific information
- Understand transfer receivables
- Understand account aging and communication
- Understand collections and exceptions management

Prerequisites:

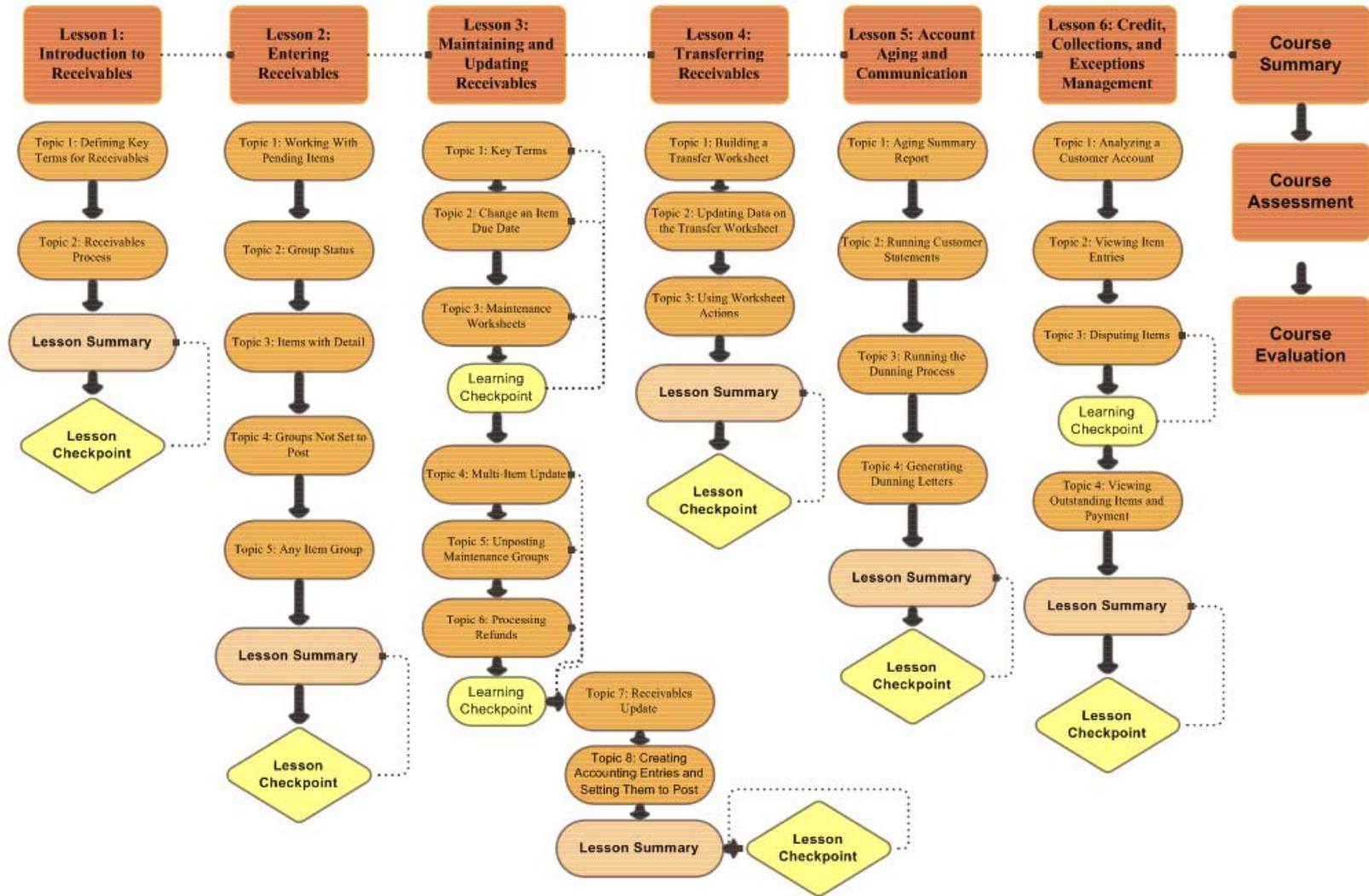
- GN101: Introduction to SMART
- AR150: Introduction to Accounts Receivable and Billing
- GN201: Introduction to Navigating in SMART
- RP202: Introduction to Reporting in SMART

Required Roles:

- Item Processor (AR)
- Accounts Receivable Agency Administrator



Course Path: AR351 Creating and Maintaining Receivables





AR352: Creating and Maintaining Deposits

Delivery Method: Instructor-Led Training

Duration: 4 hours

Course Objectives:

- Explain the end-to-end process of deposits including key terms and user roles
- Explain different payment and deposit types including viewing, processing, setting entries to post and updating
- Explain payment worksheets
- Explain payment predictor

Prerequisites:

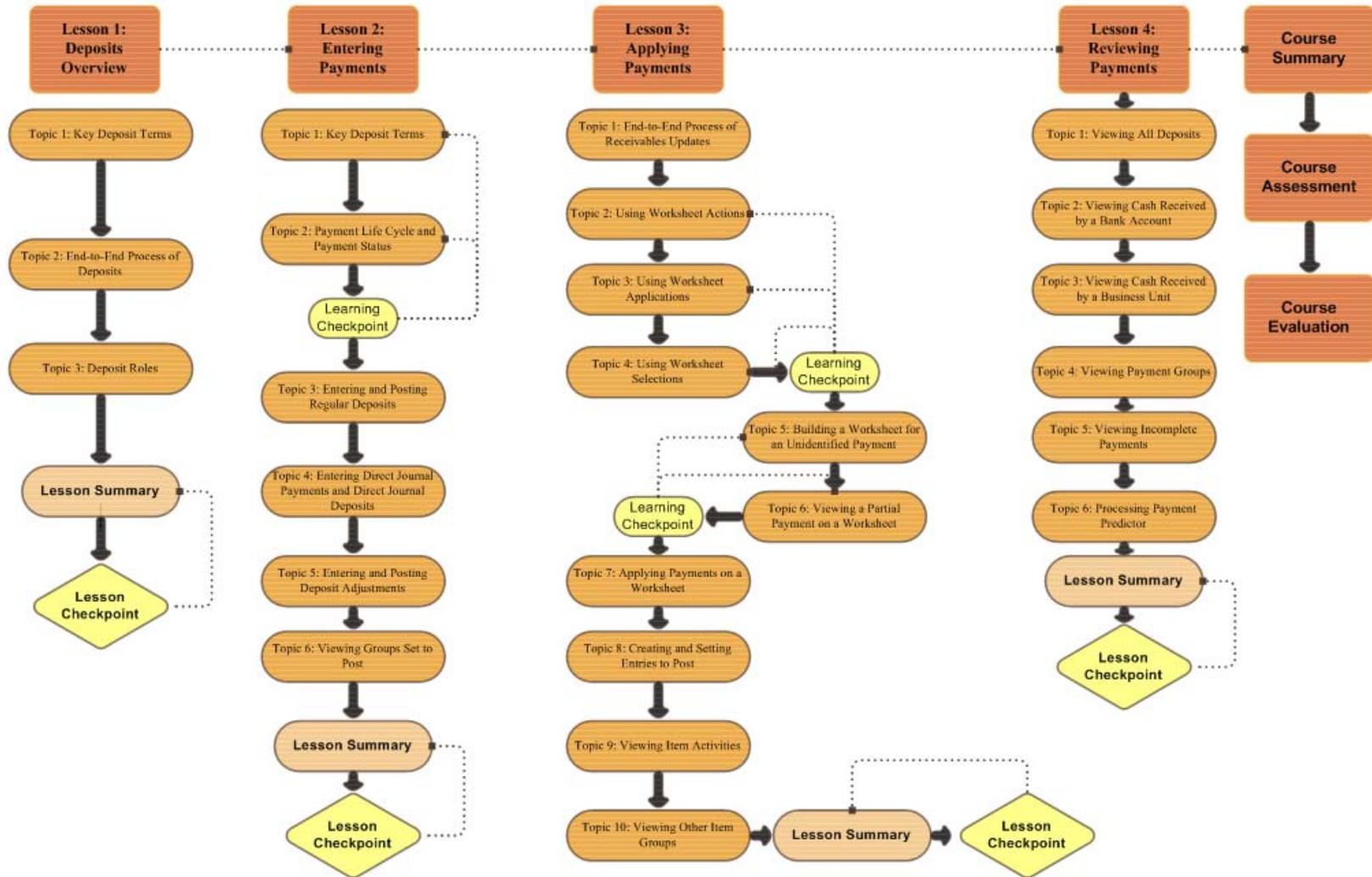
- GN101: Introduction to SMART
- AR150: Introduction to Accounts Receivable and Billing
- GN201: Introduction to Navigating in SMART
- RP202: Introduction to Reporting in SMART

Required Roles:

- Deposit Processor
- Accounts Receivable Agency Administrator



Course Path: AR352 Creating and Maintaining Deposits





AR353: Creating and Processing Billing

Delivery Method: Instructor-Led Training

Duration: 5 hours, 30 minutes

Course Objectives:

- Explain specific billing terms
- Enter bills online
- Create recurring bills
- Research bills
- Generate invoices
- Adjust bills

Prerequisites:

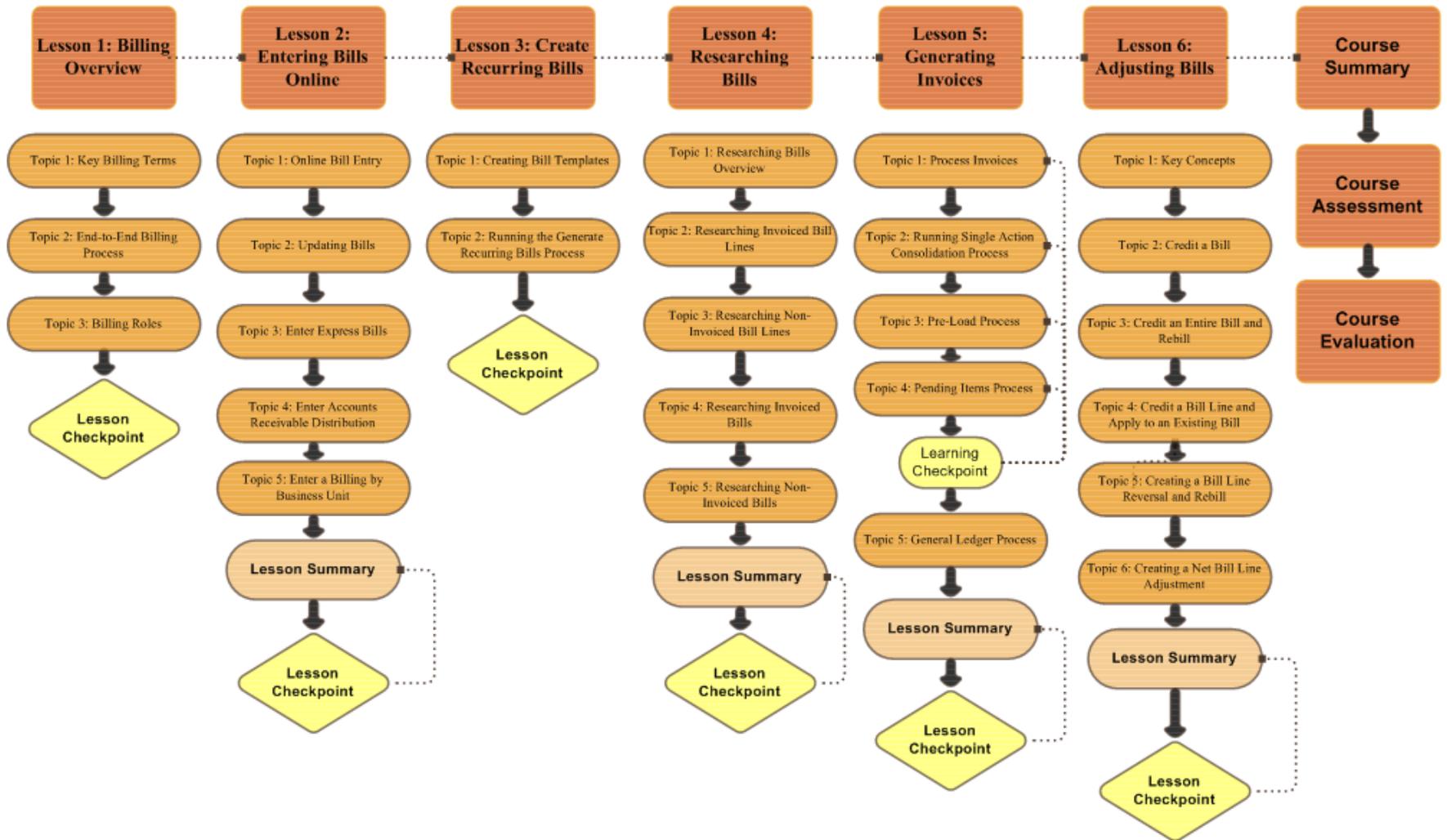
- GN101: Introduction to SMART
- GN201: Introduction to Navigating in SMART
- RP202: Introduction to Reporting in SMART
- AR150: Introduction to Accounts Receivable and Billing
- AR350: Maintaining Customers

Required Roles:

- Billing Processor (BI)
- Billing Administrator (BI)



Course Path: AR353 Creating and Processing Billing





AR354: Advanced Billing Processing

Delivery Method: Instructor-Led Training

Duration: 4 hours

Course Objectives:

- Define key Billing terms, processes, and roles
- Create consolidated bills
- Apply Billing interface processes
- Copy groups of bills
- Manage installment bills

Prerequisites:

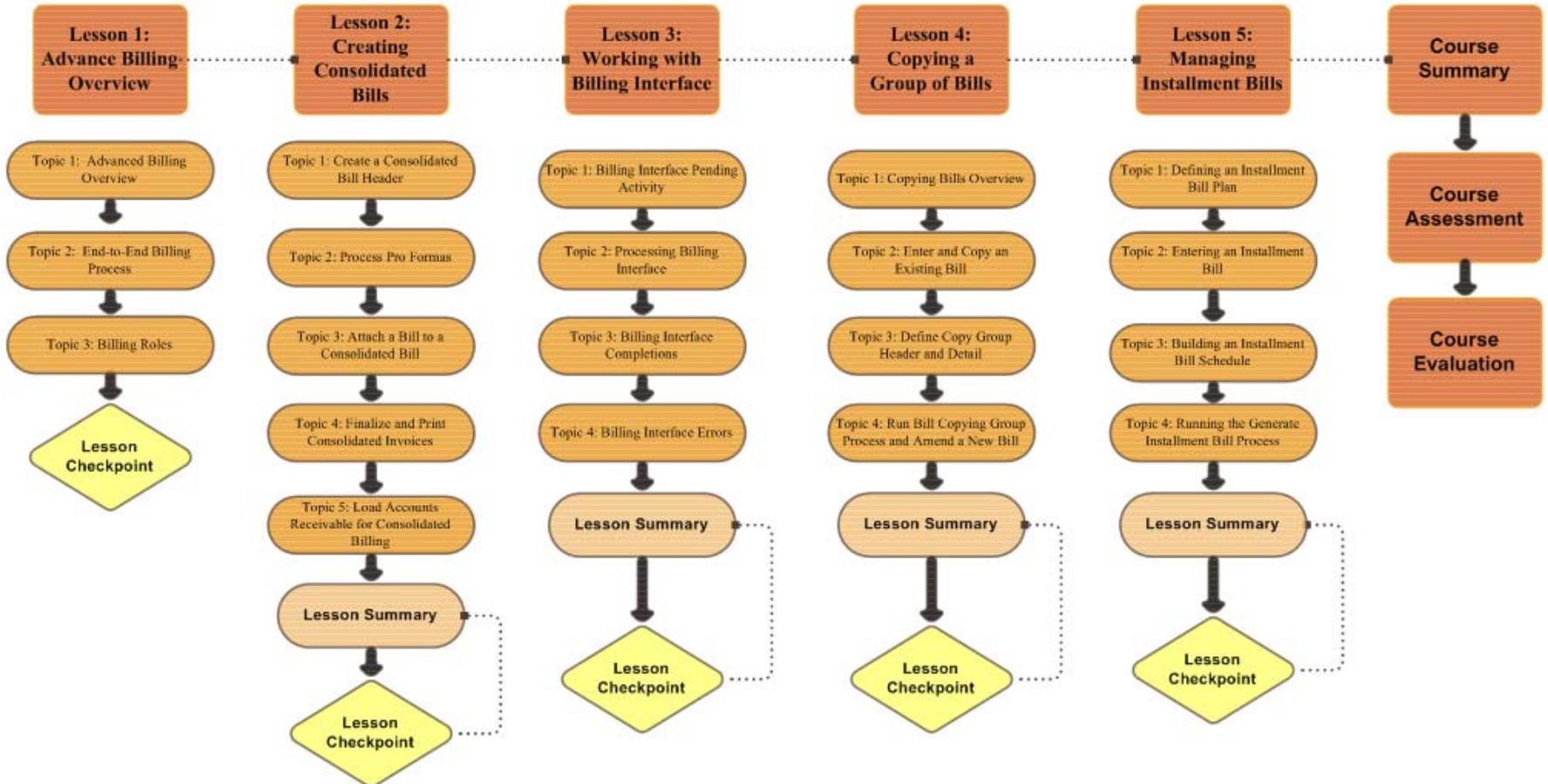
- GN101: Introduction to SMART
- GN201: Introduction to Navigating in SMART
- RP202: Introduction to Reporting in SMART
- AR150: Introduction to Accounts Receivable and Billing
- AR350: Maintaining Customers
- AR353: Creating and Processing Billing

Required Roles:

- Billing Administrator (BI)



Course Path: AR354 Advanced Billing Processing





GL130: Introduction to General Ledger

Delivery Method: Web-Based Training

Duration: 5 hours

Course Objectives:

- Define basic General Ledger and Commitment Control terms
- List the benefits that General Ledger and Commitment Control in SMART provide for the end user, agency, and State of Kansas
- Describe the General Ledger and Commitment Control processes in SMART and how both fit into the overall SMART process
- List the roles involved in General Ledger and Commitment Control and activities associated with those roles
- Explain how General Ledger and Commitment Control integrate with other modules in SMART
- Explain how General Ledger integrates with the SHARP Payroll process
- Describe the process by which agency budget information moves from the Kansas Internet Budget and Reporting System (IBARS) to SMART
- Describe the State of Kansas Chart of Accounts
- Explain how modified accrual differs from cash basis accounting
- Describe the Period and Year-end closing processes in SMART

Prerequisites:

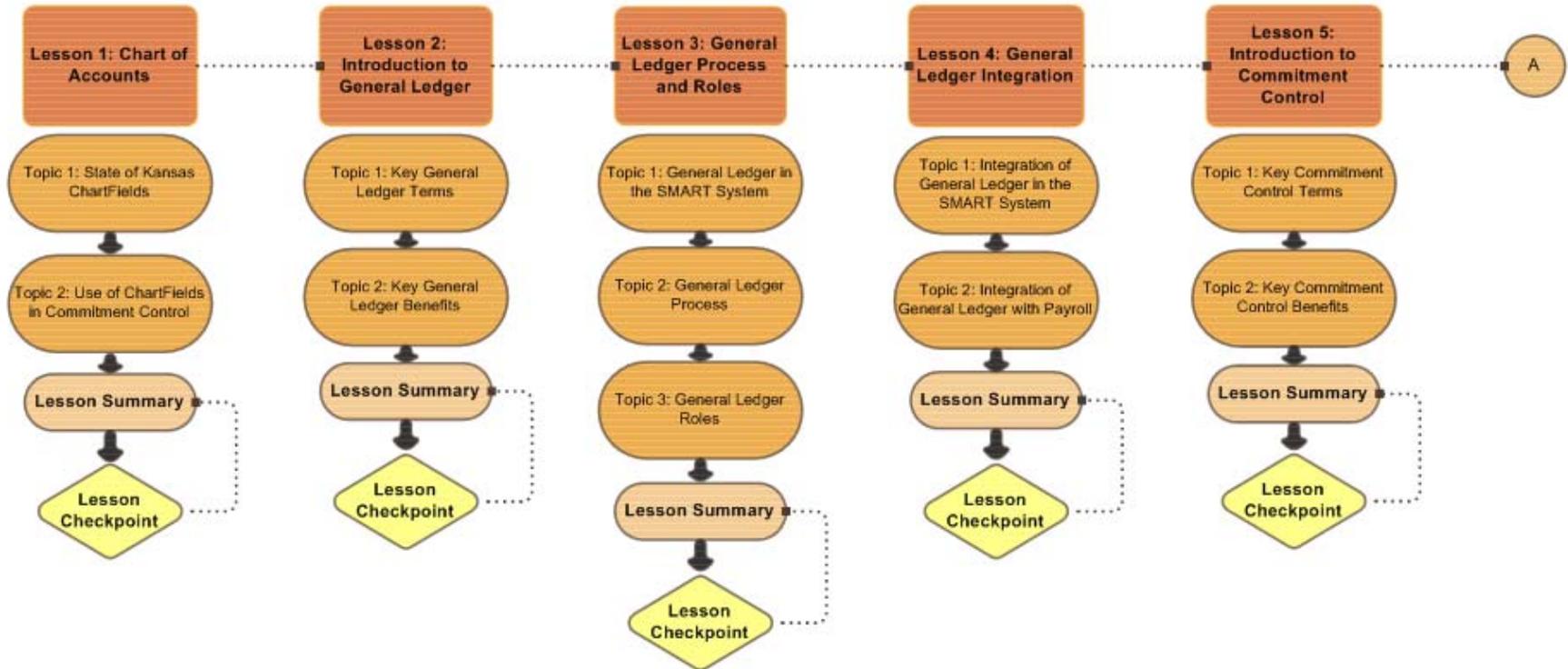
- GN101: Introduction to SMART

Required Roles:

- Allocations Manager
- Average Daily Balance Manager
- Batch Processor
- Budget Approver
- Budget Processor
- Central GL Systems Administrator
- Closing Manager
- GL Approver
- GL Auditor
- GL Maintainer
- GL Processor
- GL Viewer

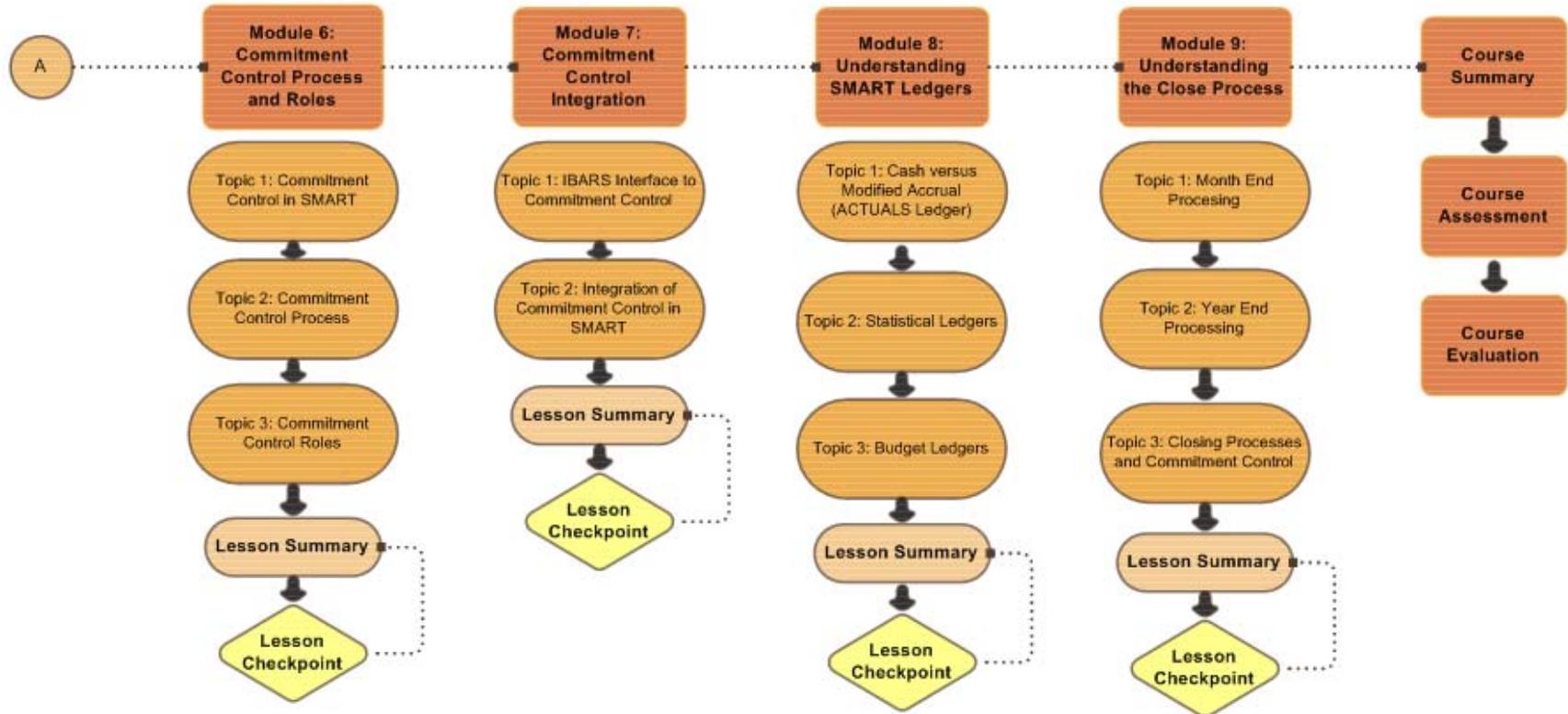


Course Path: GL130 Introduction to General Ledger (1)





Course Path: GL130 Introduction to General Ledger (2)





GL330: Processing Journal Entries

Delivery Method: Instructor-Led Training

Duration: 8 hours

Course Objectives:

- Describe the State of Kansas Journal end to end journal process
- List the roles involved in the journal process and explain how the roles fit into the activities in journal processing
- Define key journal terms and concepts
- Complete journal related tasks in SMART

Prerequisites:

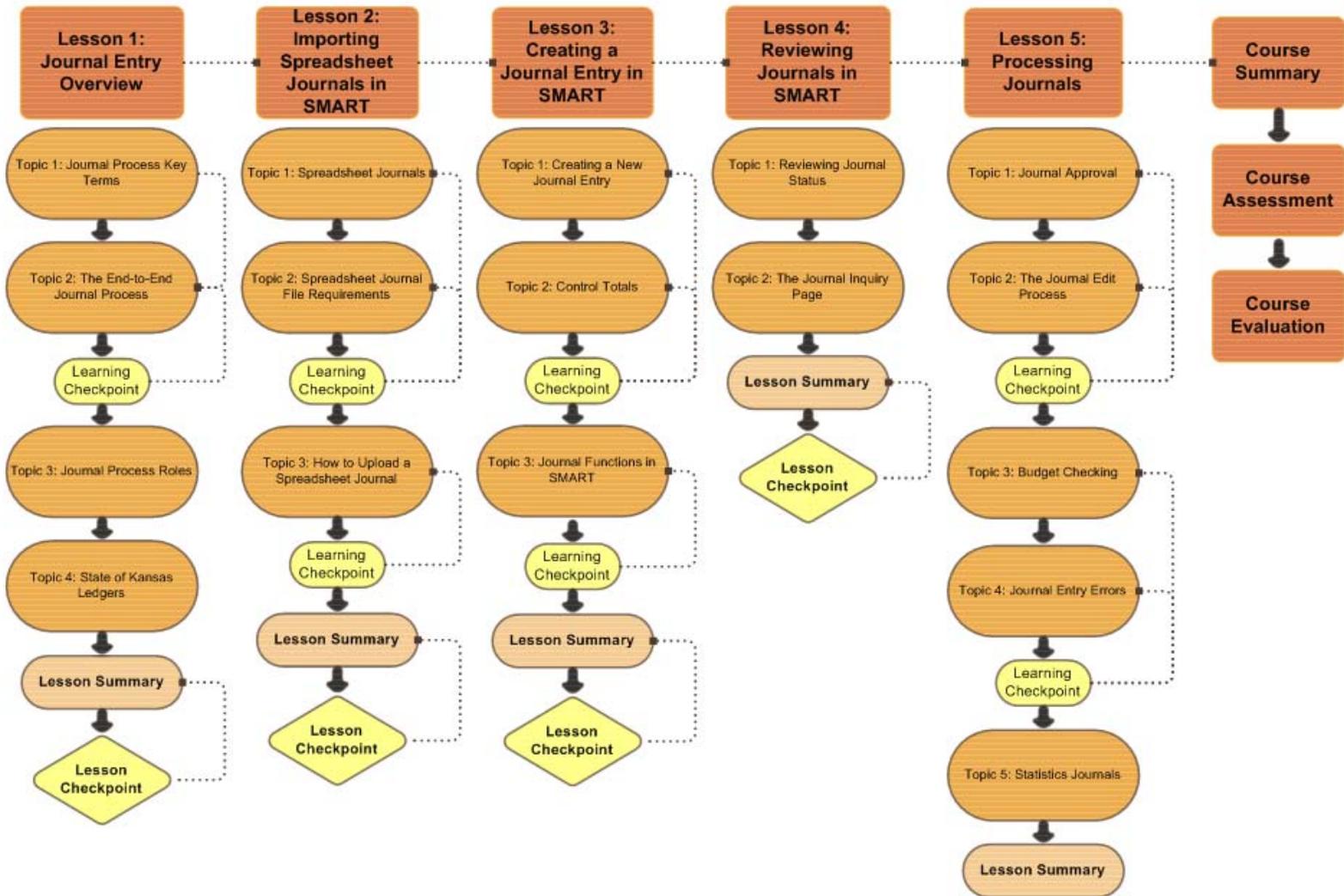
- GN101: Introduction to SMART
- GL130: Introduction to General Ledger
- GN201: Introduction to Navigating in SMART
- RP202: Introduction to Reporting in SMART

Required Roles:

- GL Processor
- GL Auditor
- GL Approver



Course Path: GL330 Processing Journal Entries





GL331: Processing Budget Journals

Delivery Method: Instructor-Led Training

Duration: 5 hours

Course Objectives:

- Define basic budget journal terms including, budget header, budget lines, and budget transfer
- Choose a budget journal type, including original, adjustment, transfer original, transfer adjustment, closing, and roll forward
- Demonstrate the steps to successfully import a spreadsheet budget journal
- Create and review Budget Overview inquiries
- Describe the types of errors that might occur during the budget journal post process, including security errors, ChartField errors, and translation errors

Prerequisites:

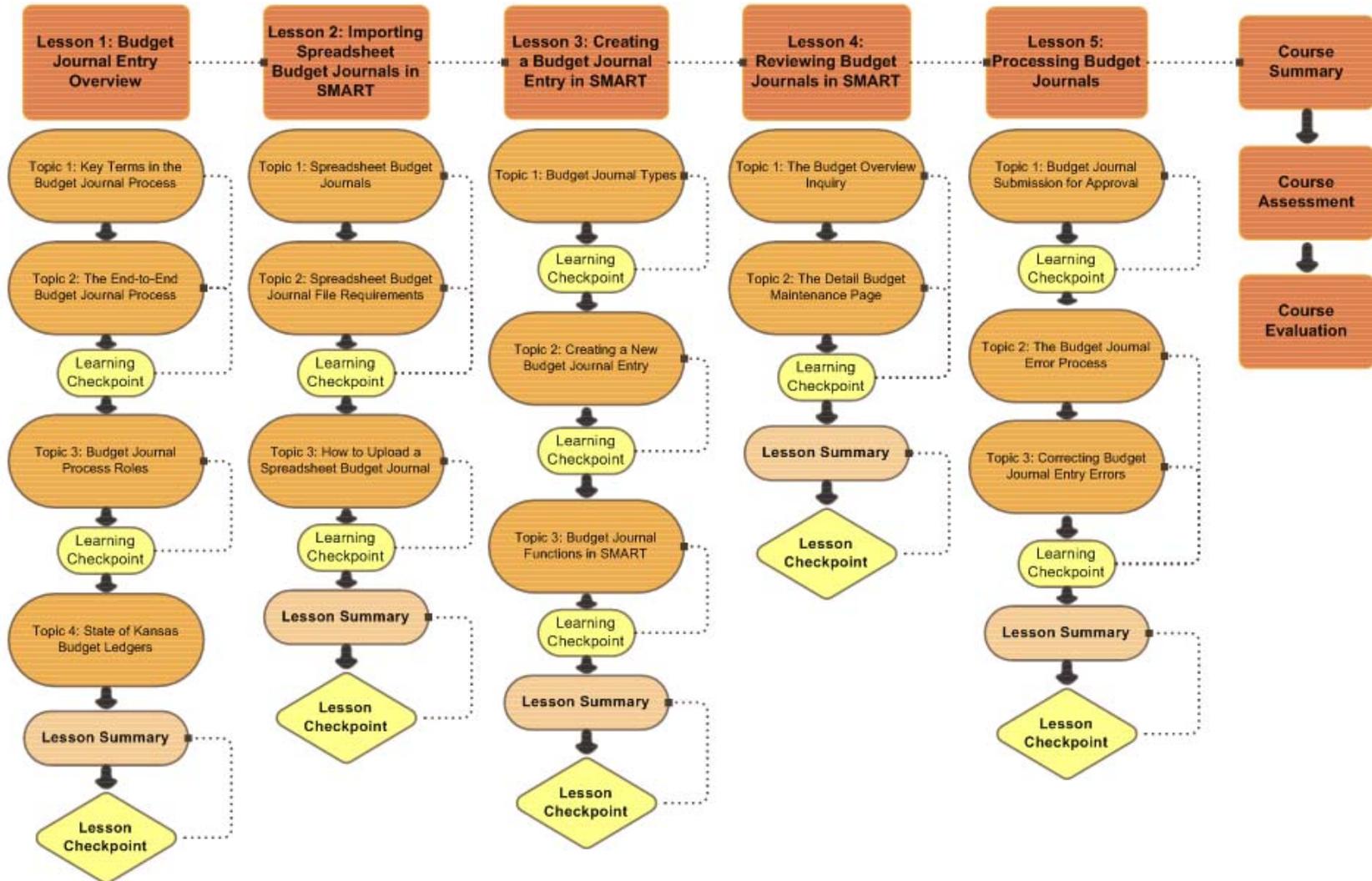
- GN101: Introduction to SMART
- GL130: Introduction to General Ledger
- GN201: Introduction to Navigating in SMART
- RP202: Introduction to Reporting in SMART

Required Roles:

- Budget Processor
- Projects Budget Processor



Course Path: GL331 Processing Budget Journals





GN101: Introduction to SMART

Delivery Method: Web-Based Training

Duration: 2 hours, 25 minutes

Course Objectives:

- Define key SMART terms and explain why SMART is being implemented by the State of Kansas
- List benefits of SMART
- Explain implementation timeline for SMART
- List modules and functionality of SMART and major functions of each module
- Describe the end-to-end process of SMART
- Define key terms and processes in relationship to the budget structure of SMART
- Describe the training program for SMART and training materials available for end-users
- Describe the help tools available for end-users of SMART

Prerequisites:

- Must have a basic familiarity of the Microsoft Windows¹ environment and web navigation

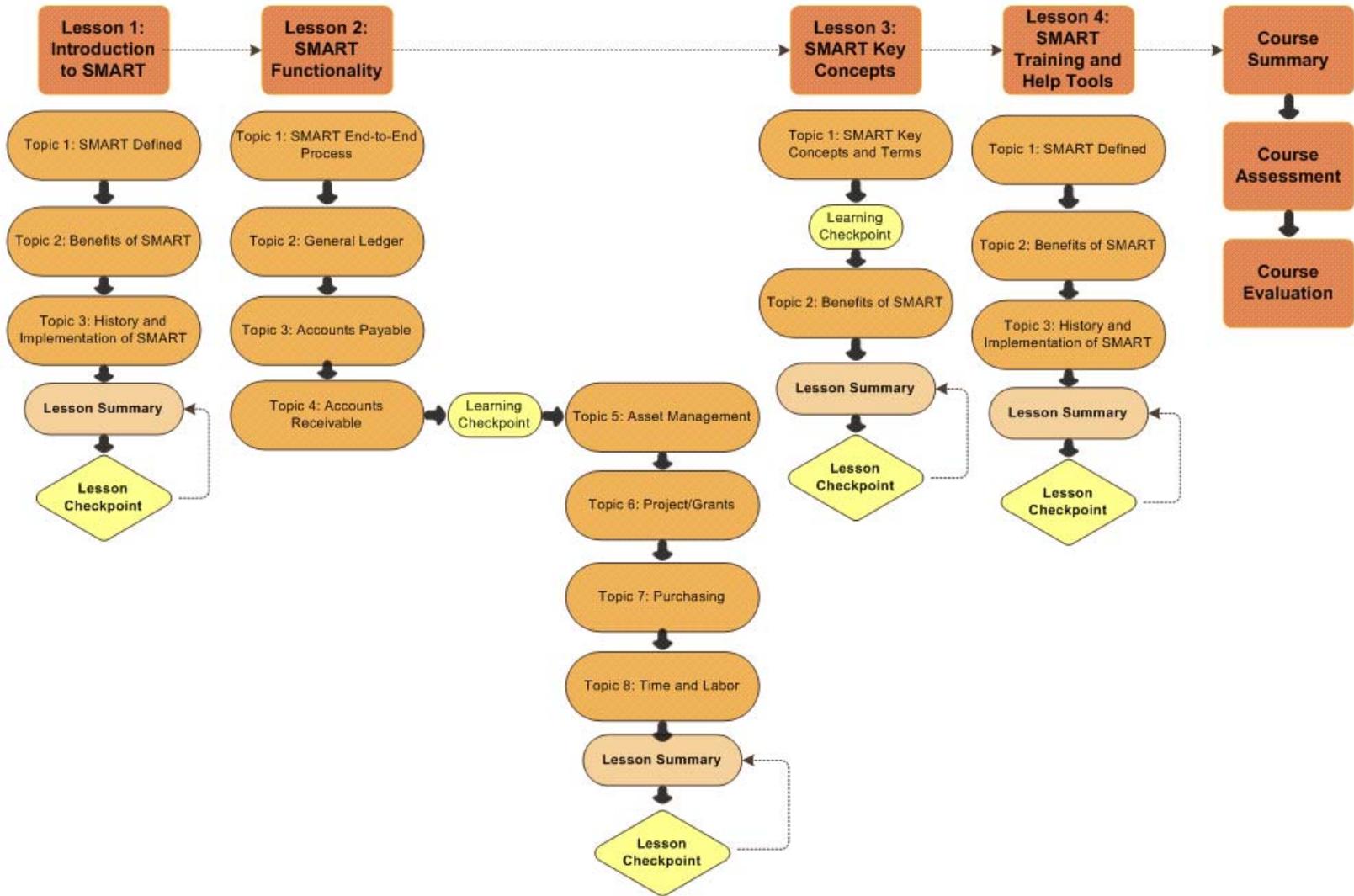
Required Roles:

- All SMART users

¹ *Microsoft Windows is a registered trademark of Microsoft Corporation in the United States and/or other countries.*



Course Path: GN101 Introduction to SMART





GN201: Introduction to Navigating in SMART

Delivery Method: Web-Based Training

Duration: 4 hours

Course Objectives:

- Sign in and out of SMART
- Describe how security roles determine what pages and page items can be accessed and what information can be updated
- Navigate to the User Productivity Kit topics
- Set favorite pages
- Navigate to pages
- Perform searches
- Navigate within pages
- Describe the differences between required field and optional field
- Explain effective dating in SMART

Prerequisites:

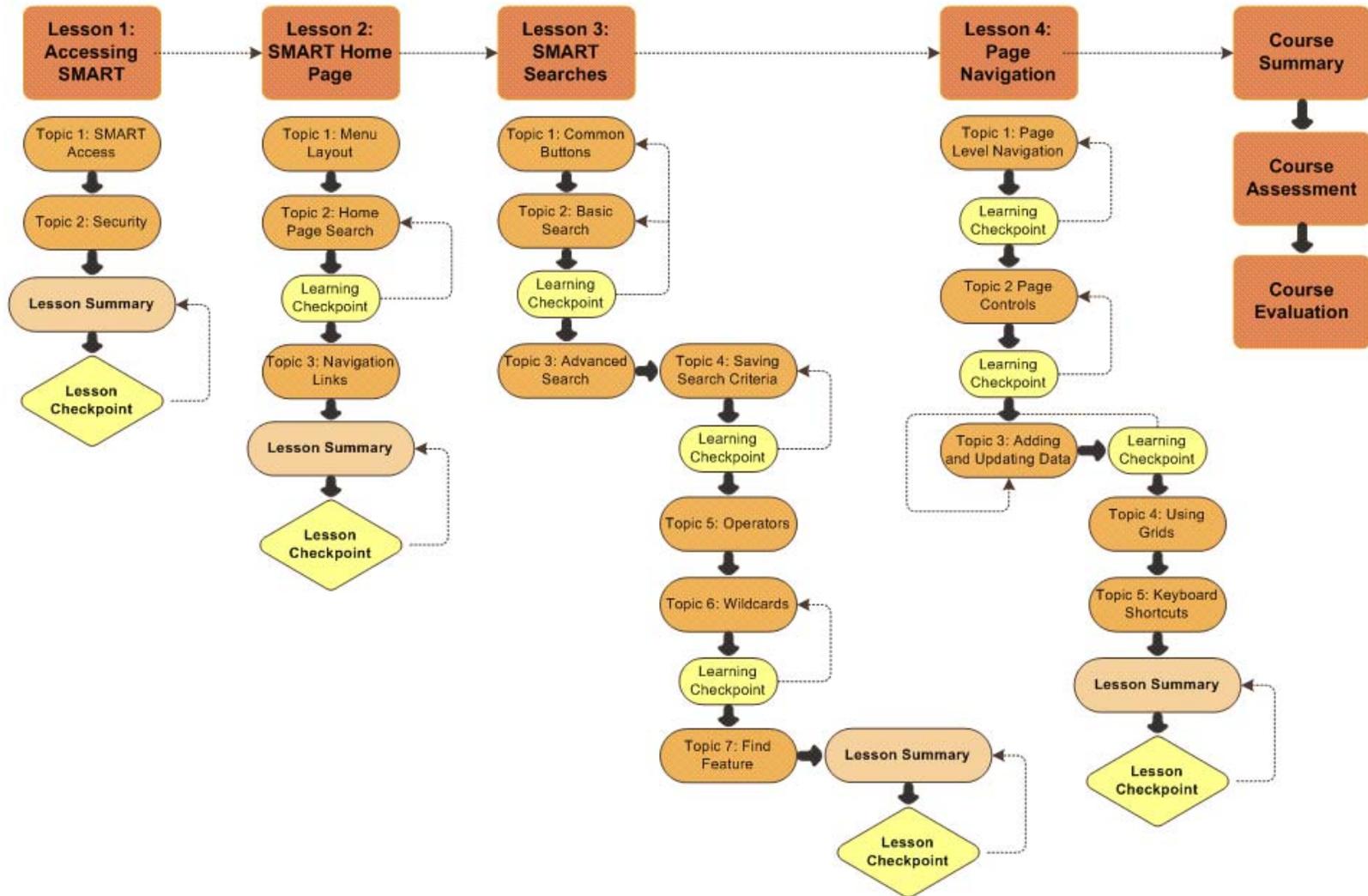
- GN101: Introduction to SMART

Required Roles:

- All SMART users



Course Path: GN201 Introduction to Navigating in SMART





GN203: Performing Approvals

Delivery Method: Web-Based Training

Duration: 1 hour

Course Objectives:

- Explain how workflow is used in SMART
- List the roles involved in the workflow process and the activities performed by each role
- Describe two benefits of using workflow
- Access workflow
- Explain the worklist options and the process steps required after each option has been used
- Approve a work list item in your worklist

Prerequisites:

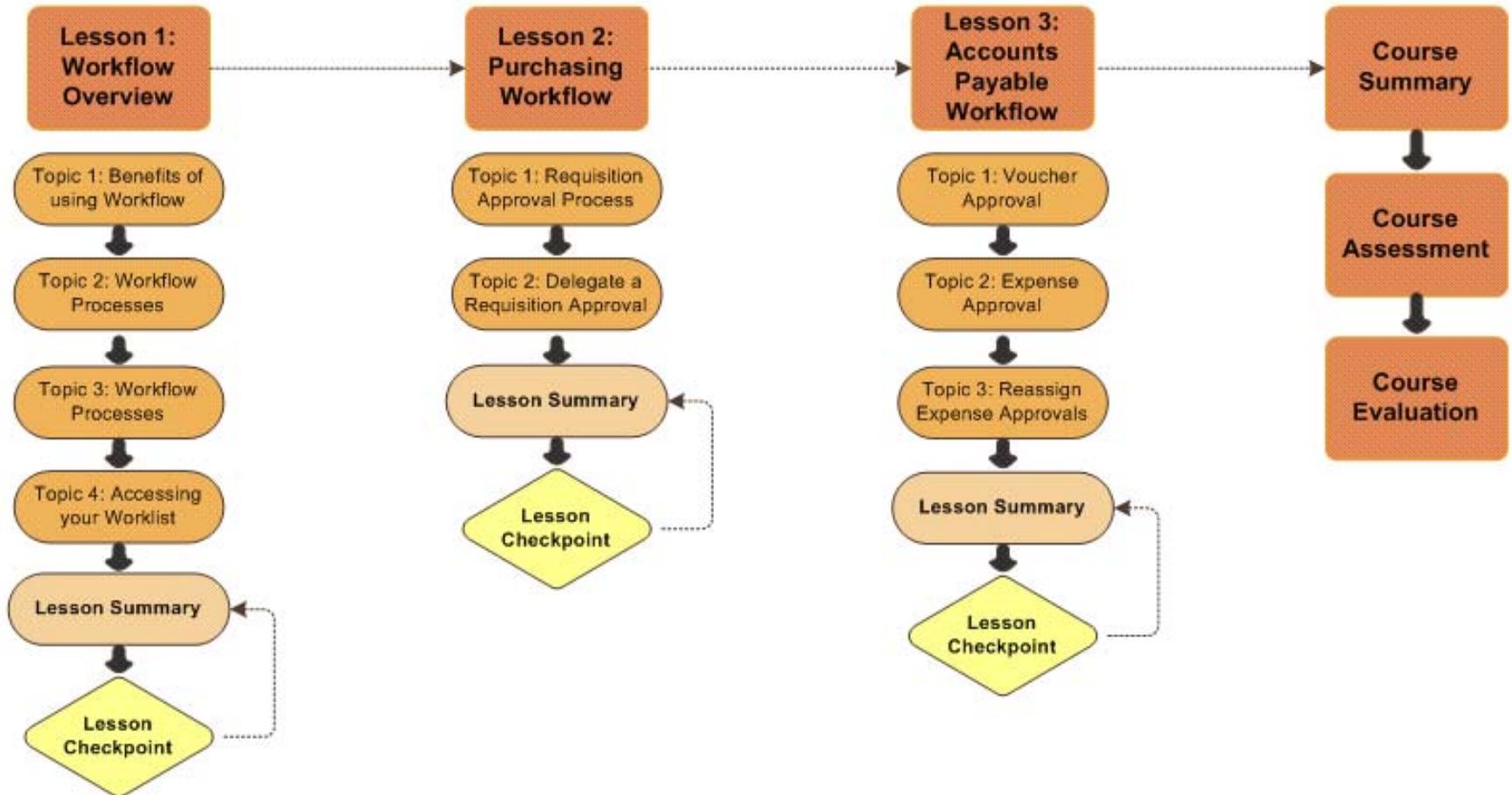
- GN101: Introduction to SMART
- GN201: Introduction to Navigating in SMART

Required Roles:

- Accounts Payable Approver
- Accounts Payable Auditor
- Travel and Expense Approver
- Purchasing Approver



Course Path: GN203 Performing Approvals





PC160: Introduction to Projects/Grants

Delivery Method: Web-Based Training

Duration: 2 hours, 30 minutes

Course Objectives:

- Define key Projects/Grants terminology
- Identify and describe the roles involved in Projects/Grants
- Explain the purpose and benefits of the Projects, Contracts, and Grants modules
- Explain how Projects/Grants fits into SMART
- Describe how the Projects, Contracts, and Grants modules integrate with other SMART modules

Prerequisites:

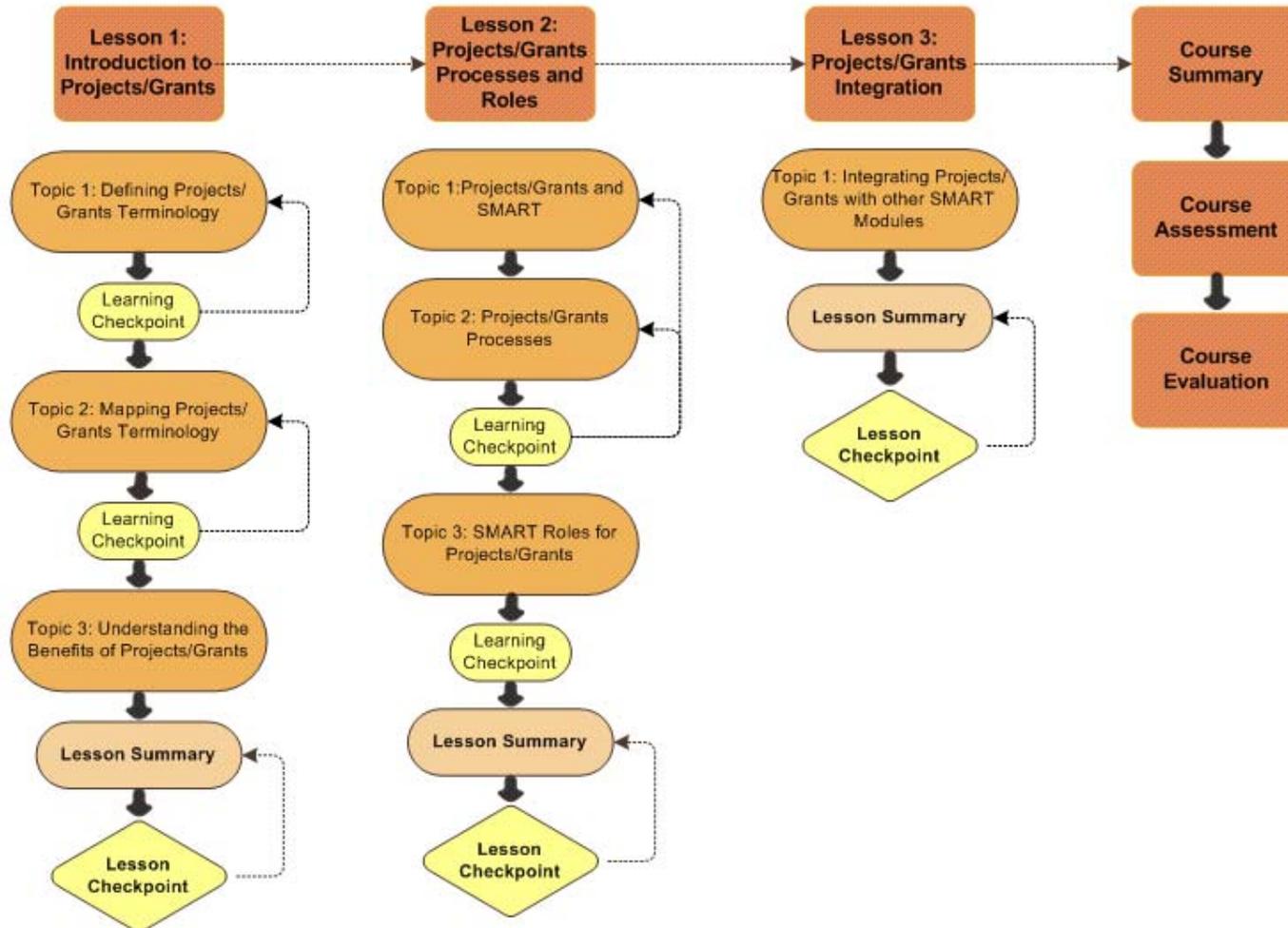
- GN101: Introduction to SMART

Required Roles:

- Grants Manager
- Grants Approver
- Customer Contracts Manager
- Projects Manager
- Tree Manager
- Projects/Grants Reporter
- Projects Viewer
- Customer Contracts Viewer
- Grants Viewer



Course Path: PC160 Introduction to Projects/Grants





PC360: Managing Projects

Delivery Method: Instructor-Led Training

Duration: 5 hours

Course Objectives:

- Enter and maintain projects
- Analyze projects
- Understand and explain the integration of projects with other SMART modules

Prerequisites:

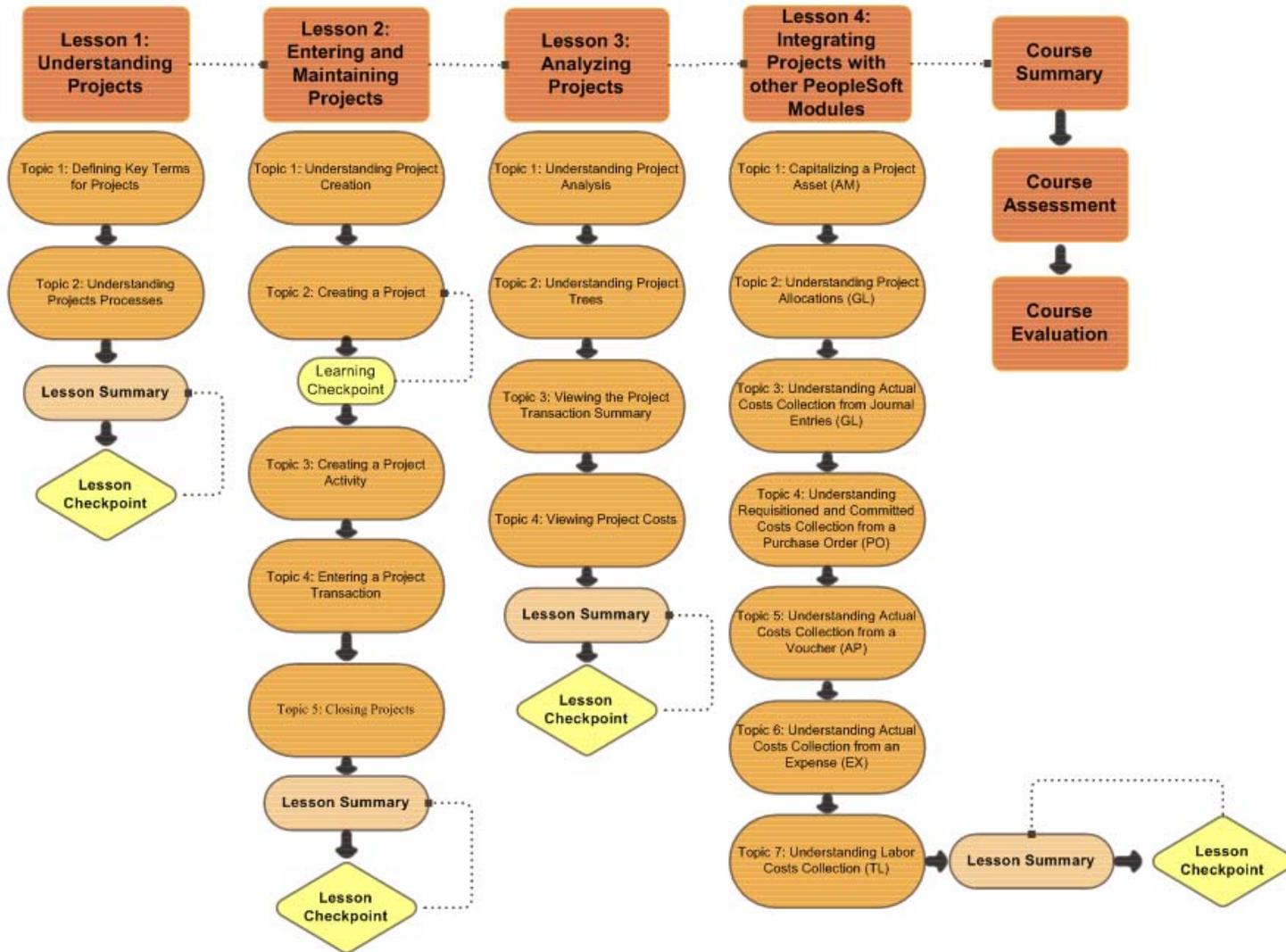
- GN101: Introduction to SMART
- PC160: Introduction to Projects/Grants
- GN201: Introduction to Navigating in SMART

Required Roles:

- Projects Manager



Course Path: PC360 Managing Projects





PC361: Managing Customer Contracts

Delivery Method: Instructor-Led Training

Duration: 8 hours

Course Objectives:

- Create and maintain contracts
- Work with billing and revenue recognition plans
- Manage revenue and contracts billing
- Process prepaid amounts
- Integrate contracts with other PeopleSoft modules

Prerequisites:

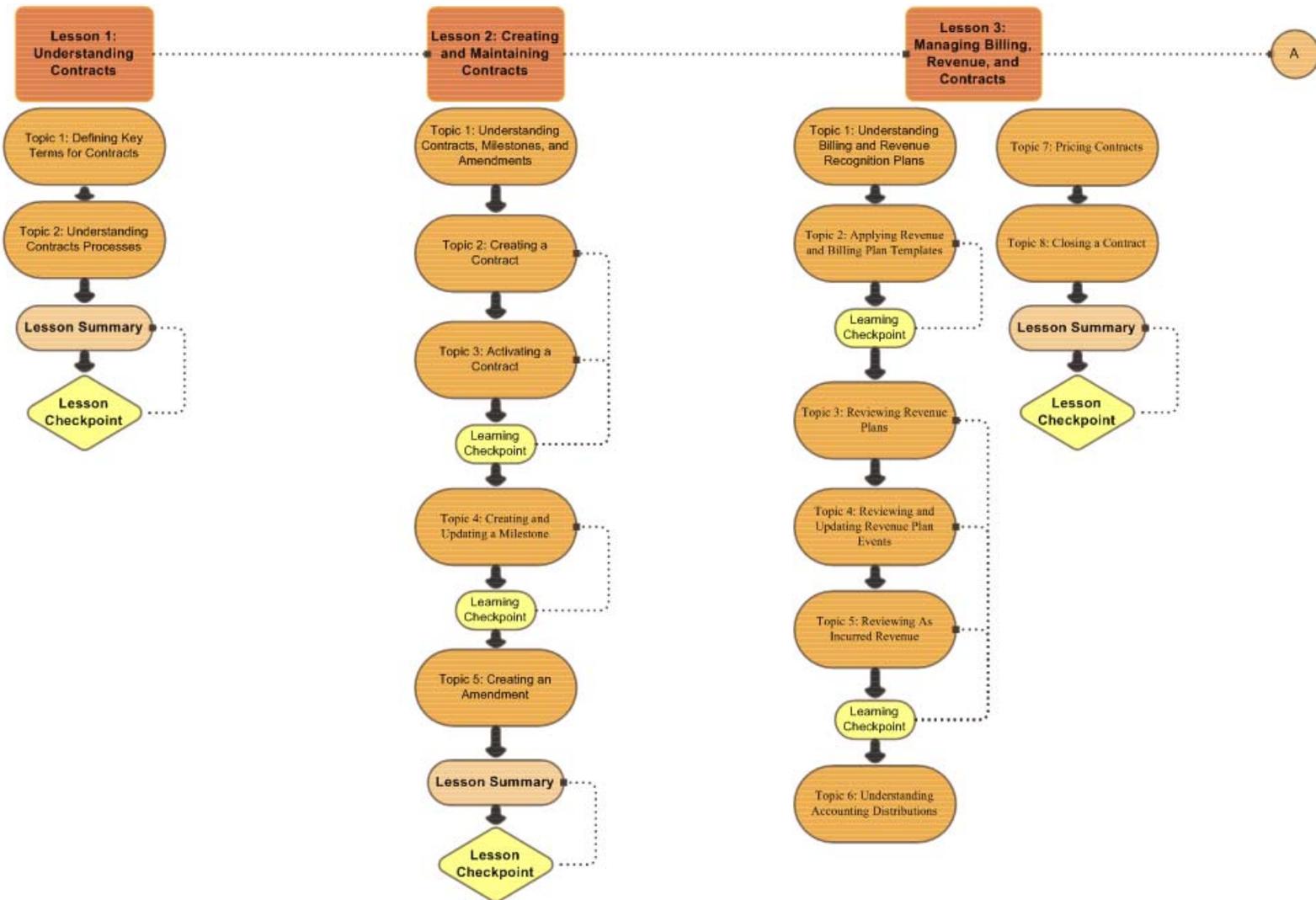
- GN101: Introduction to SMART
- PC160: Introduction to Projects/Grants
- GN201: Introduction to Navigating in SMART

Required Roles:

- Customer Contracts Manager

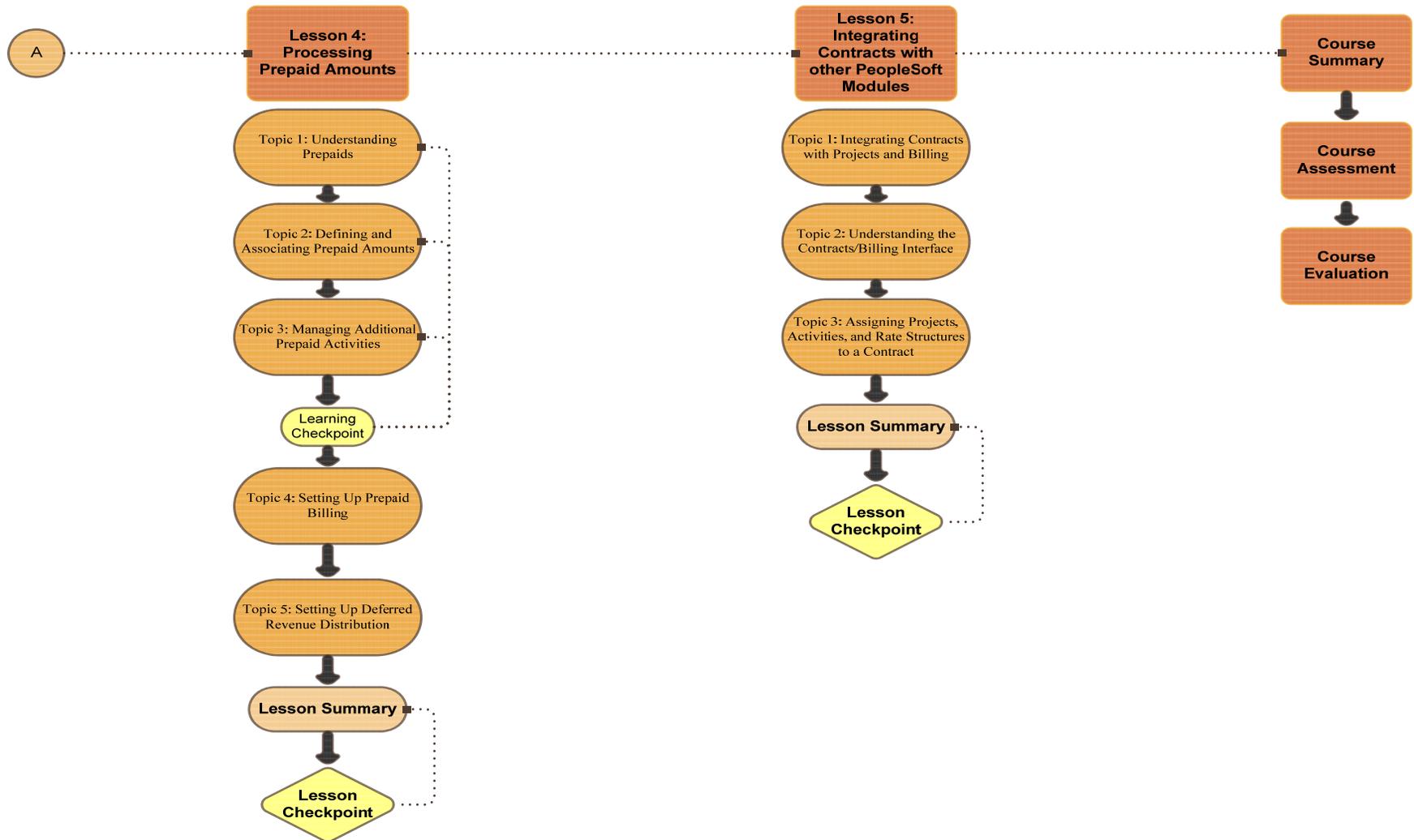


Course Path: PC361 Managing Customer Contracts (1)





Course Path: PC361 Managing Customer Contracts (2)





PC362: Managing Grants

Delivery Method: Instructor-Led Training

Duration: 5 hours, 30 minutes

Course Objectives:

- Create and manage grants
- Close grants
- Integrate grants with other PeopleSoft modules

Prerequisites:

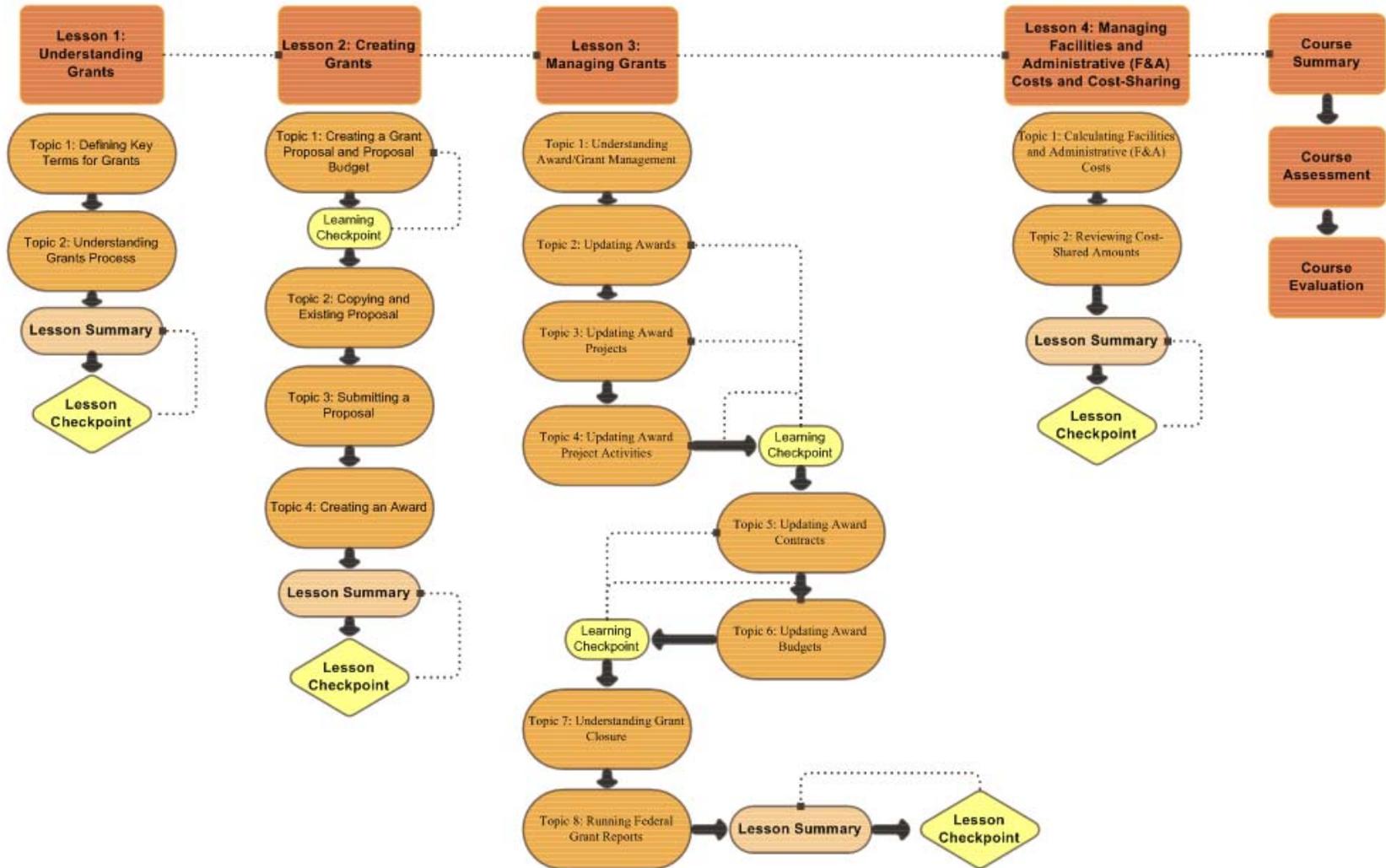
- GN101: Introduction to SMART
- PC160: Introduction to Projects/Grants
- GN201: Introduction to Navigating in SMART
- RP202: Introduction to Reporting in SMART

Required Roles:

- Grants Manager
- Grants Approver



Course Path: PC362 Managing Grants





PO120: Introduction to Purchasing

Delivery Method: Web-Based Training

Duration: 1 hour, 45 minutes

Course Objectives:

- Define key Purchasing terms
- Provide a clear explanation of the benefits of Purchasing in SMART
- List the roles involved in Purchasing
- Explain how Purchasing fits into SMART
- Describe how Purchasing integrates with other modules in SMART

Prerequisites:

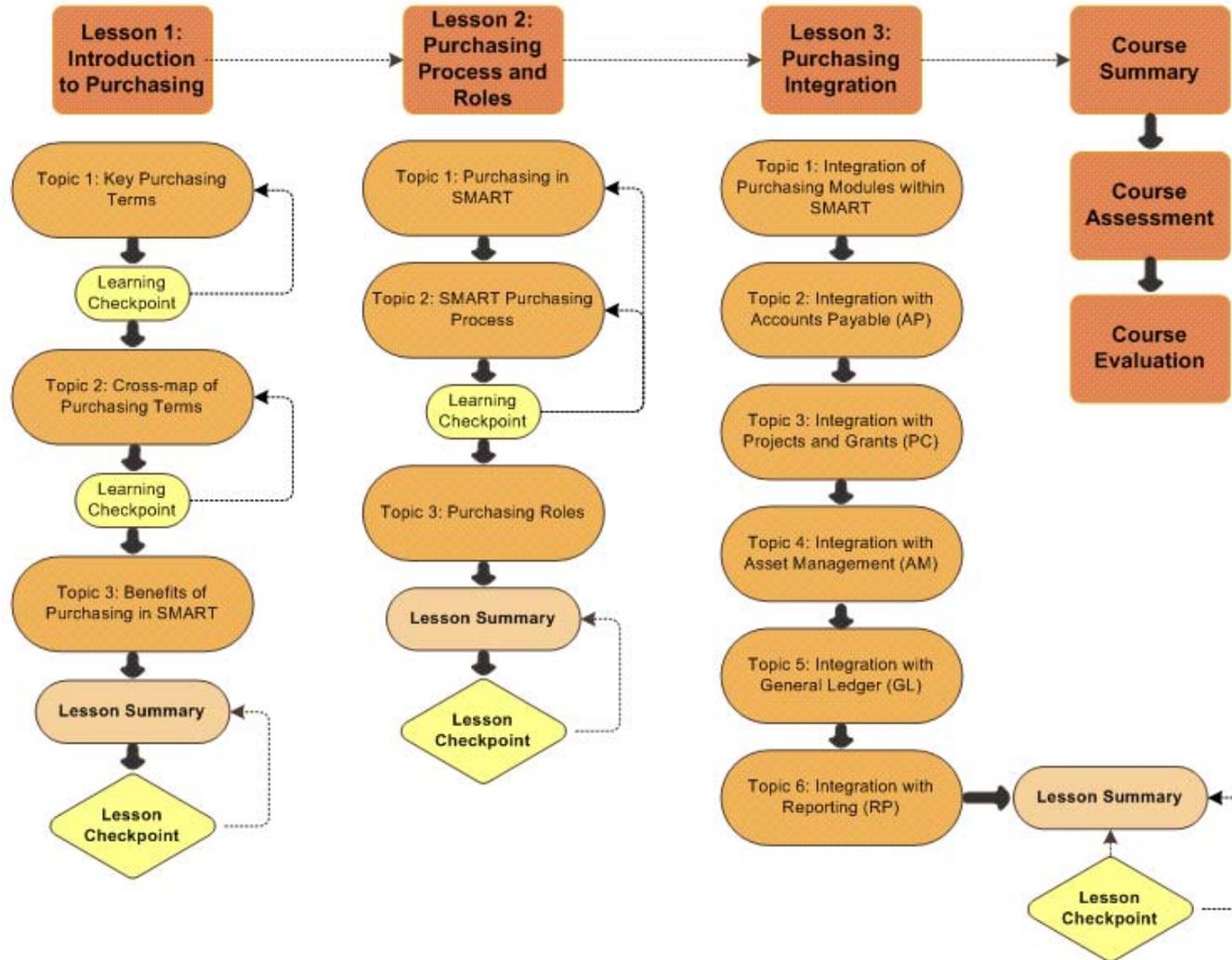
- GN101: Introduction to SMART

Required Roles:

- Requisitioner
- P-Card Holder
- P-Card Approver
- P-Card Reconciler
- Buyer
- Receiver
- Contract Processor
- RFX Processor
- Items Administrator
- Purchasing Administrator
- Purchasing Approver
- Purchasing Viewer
- Requisition Administrator
- Buying Administrator
- Data Warehouse Report Viewer
- Data Warehouse Report Writer
- Super Buyer
- Vendor Processor
- Vendor Approver



Course Path: PO120 Introduction to Purchasing





PO320: Processing Purchase Requisitions

Delivery Method: Instructor-Led Training

Duration: 6 hours

Course Objectives:

- Define basic purchase requisition terms
- Explain how purchase requisitions fit in the end to end processes for Purchasing
- Create and edit purchase requisitions within SMART
- Use item selection methods and special requests
- Manage purchase requisitions

Prerequisites:

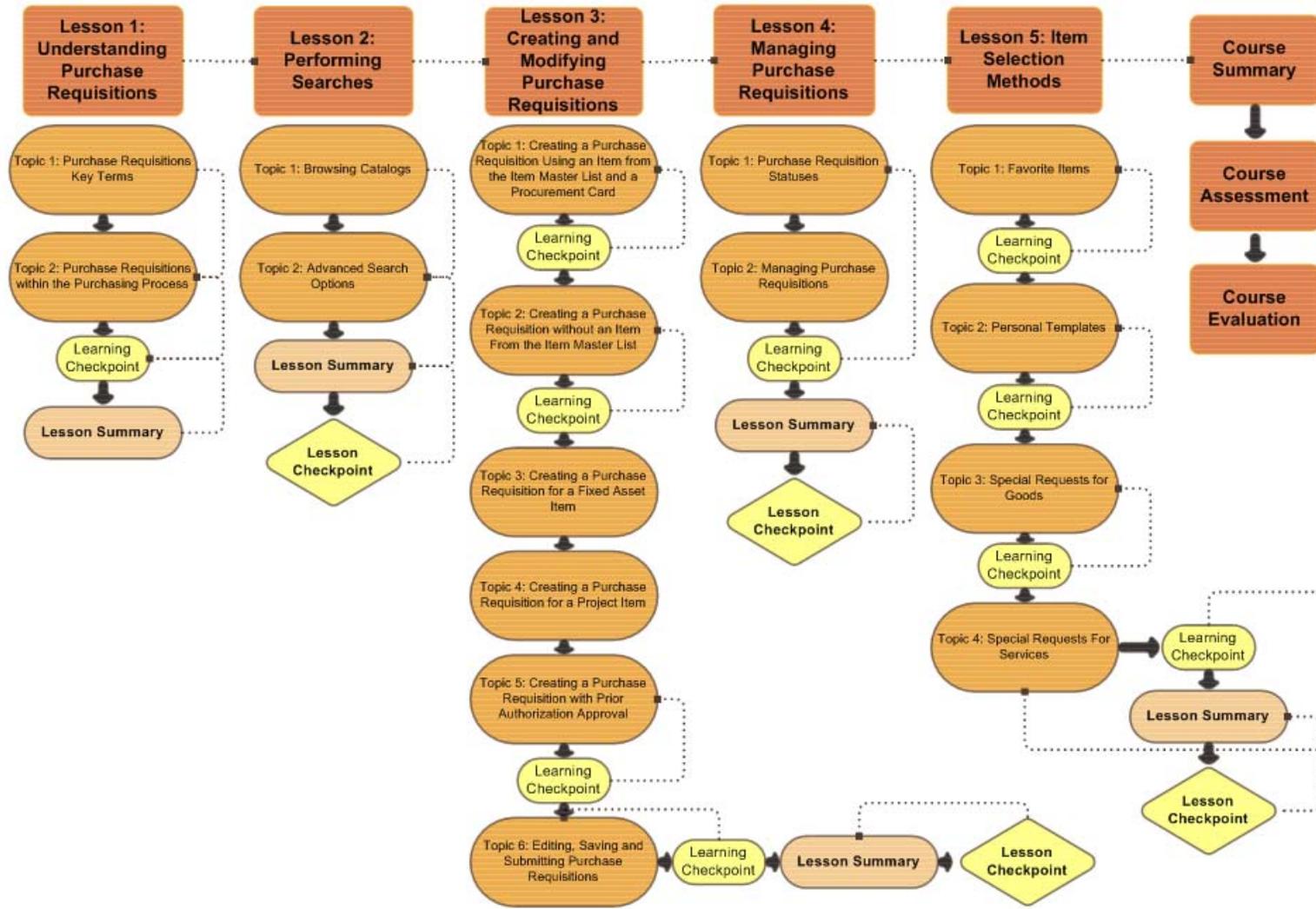
- GN101: Introduction to SMART
- PO120: Introduction to Purchasing
- GN201: Introduction to Navigating in SMART
- RP202: Introduction to Reporting in SMART

Required Roles:

- Requisitioner
- Buyer
- Contract Processor
- RFx Processor
- Requisition Administrator
- Super Buyer



Course Path: PO320 Processing Purchase Requisitions





PO321: Processing Purchase Orders

Delivery Method: Instructor-Led Training

Duration: 5 hours, 30 minutes

Course Objectives:

- Explain key purchase order terms
- Describe how purchase order processes fit into Purchasing within SMART
- Auto-source purchase order from requisition
- Edit, dispatch and process purchase orders
- Review purchase order status and historical data

Prerequisites:

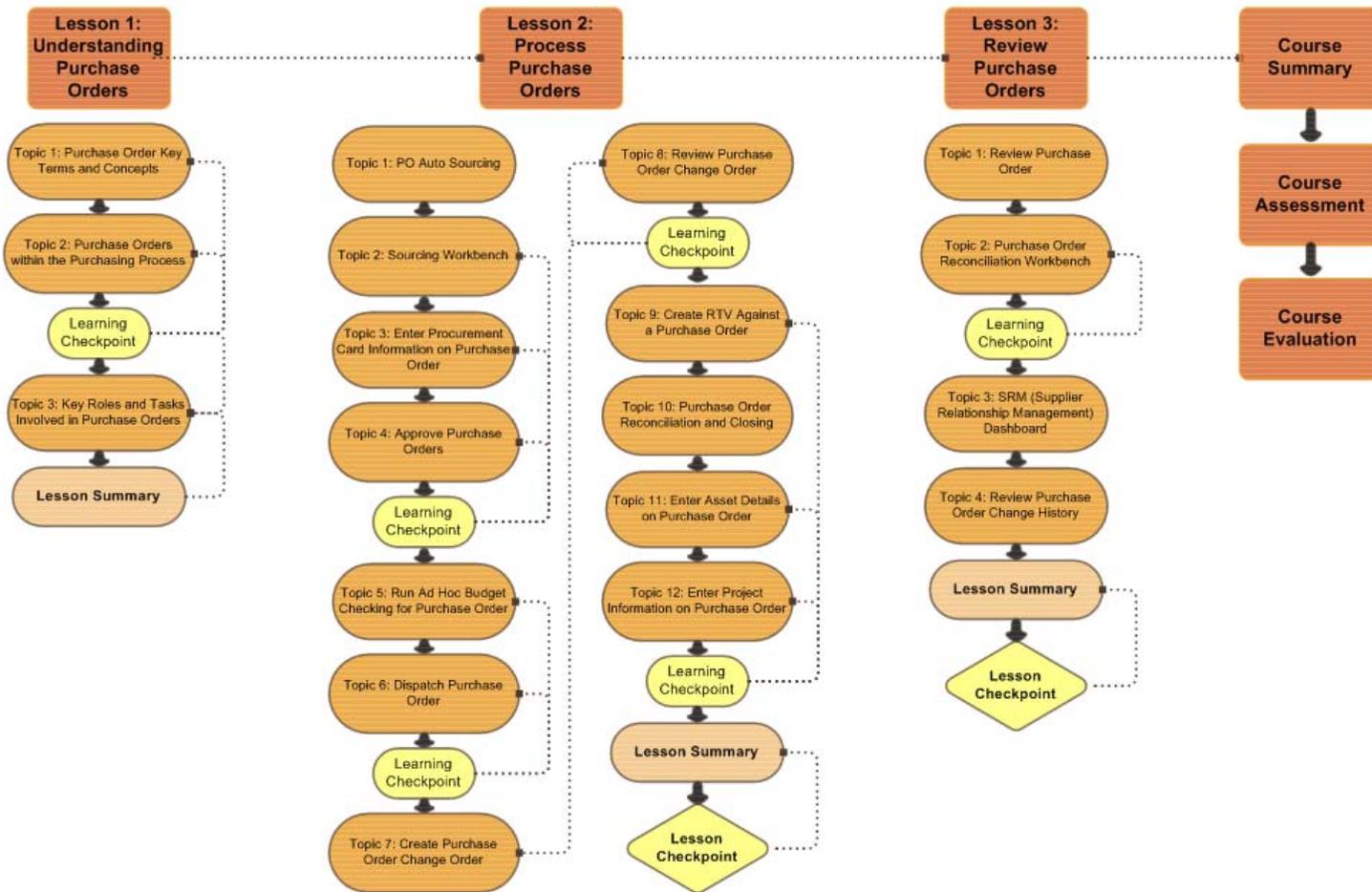
- GN101: Introduction to SMART
- PO120: Introduction to Purchasing
- GN201: Introduction to Navigating in SMART
- RP202: Introduction to Reporting in SMART
- PO320: Processing Purchase Requisitions

Required Roles:

- Buyer
- Contract Processor
- RFx Processor
- Buying Administrator
- Super Buyer
- Purchasing Administrator



Course Path: PO321 Processing Purchase Orders





PO323: Managing Receiving

Delivery Method: Web-Based Training

Duration: 3 hours, 30 minutes

Course Objectives:

- Define basic receiving terms
- Explain the end-to-end process for receiving
- Describe the process of matching
- Create full or partial receipts, with or without a purchase order
- Enter review information, and view receipt status, data and history

Prerequisites:

- GN101: Introduction to SMART
- PO120: Introduction to Purchasing
- GN201: Introduction to Navigating in SMART
- RP202: Introduction to Reporting in SMART

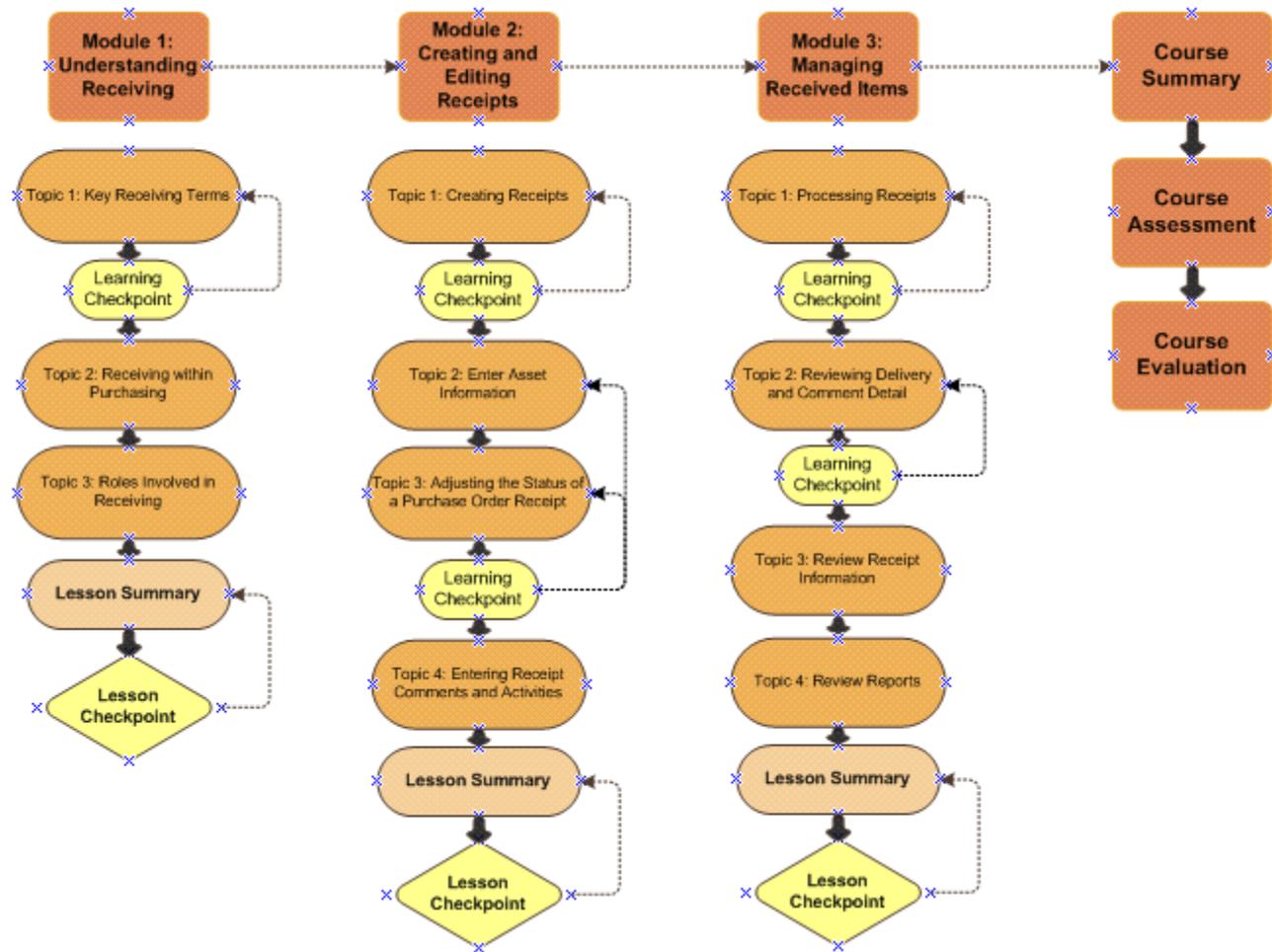
Required Roles:

- Receiver



Course Path: PO323 Managing Receiving

PO323: Managing Receiving





PO324: Managing the Bid Process

Delivery Method: Instructor-Led Training

Duration: 7 hours, 25 minutes

Course Objectives:

- Explain key sourcing terms and concepts
- Describe how sourcing fits within the end-to-end processes for Purchasing and within SMART
- Manage bid factors, events, bidding and negotiation
- Review and use sourcing and status information

Prerequisites:

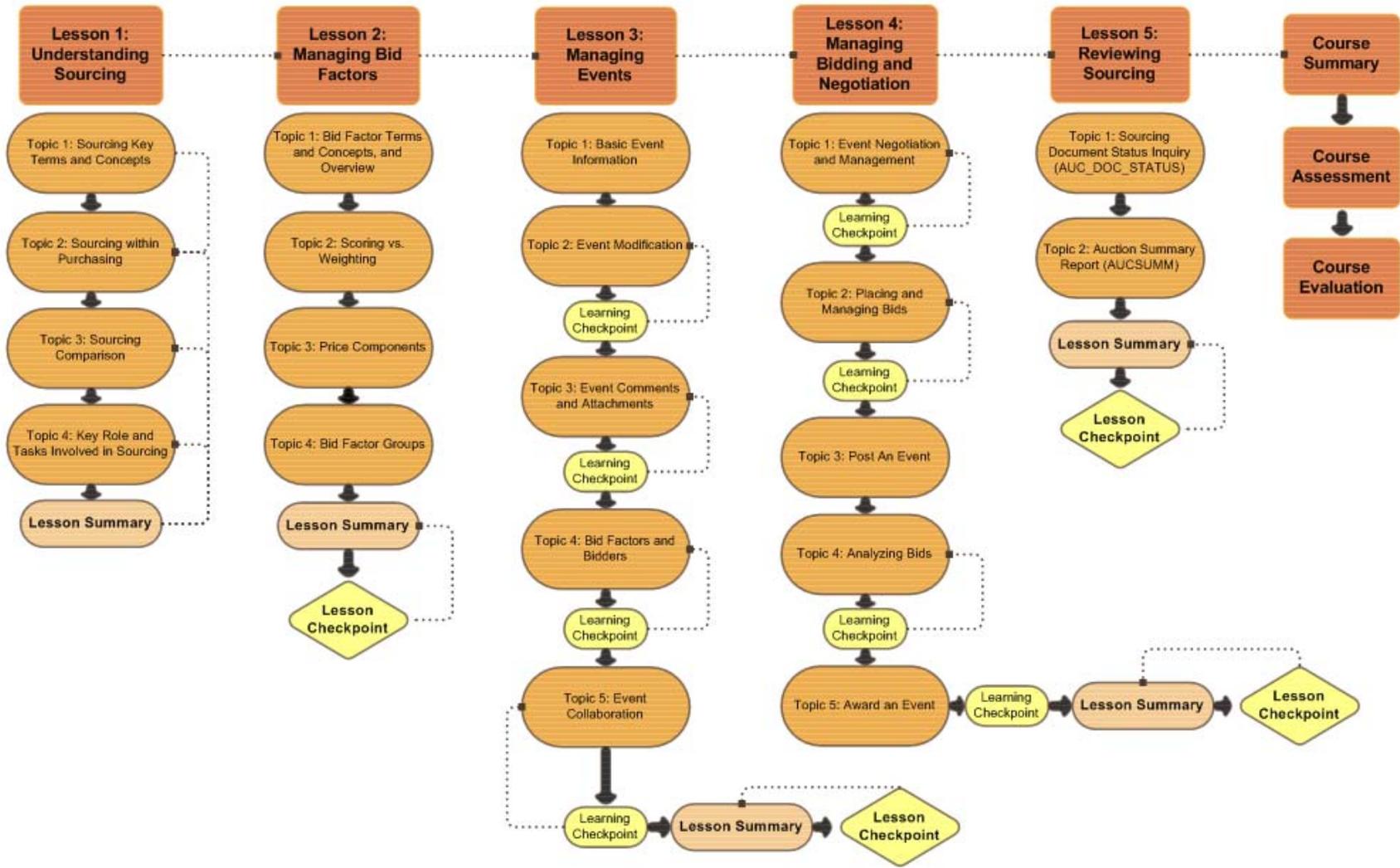
- GN101: Introduction to SMART
- PO120: Introduction to Purchasing
- GN201: Introduction to Navigating in SMART
- RP202: Introduction to Reporting in SMART
- PO320: Processing Purchase Requisitions
- PO321: Processing Purchase Orders

Required Roles:

- RFx Processor
- Purchasing Administrator



Course Path: PO324 Managing the Bid Process





PO325: Managing Supplier Contracts

Delivery Method: Instructor-Led Training

Duration: 5 hours, 30 minutes

Course Objectives:

- Define basic supplier contract management terms and concepts
- Explain how supplier contract management fits into the end-to-end process for Purchasing
- Define basic document and contract information including sections, rules, types, clauses and binds
- Create, maintain and modify documents, and document life cycles within SMART
- Create and maintain document amendments within SMART

Prerequisites:

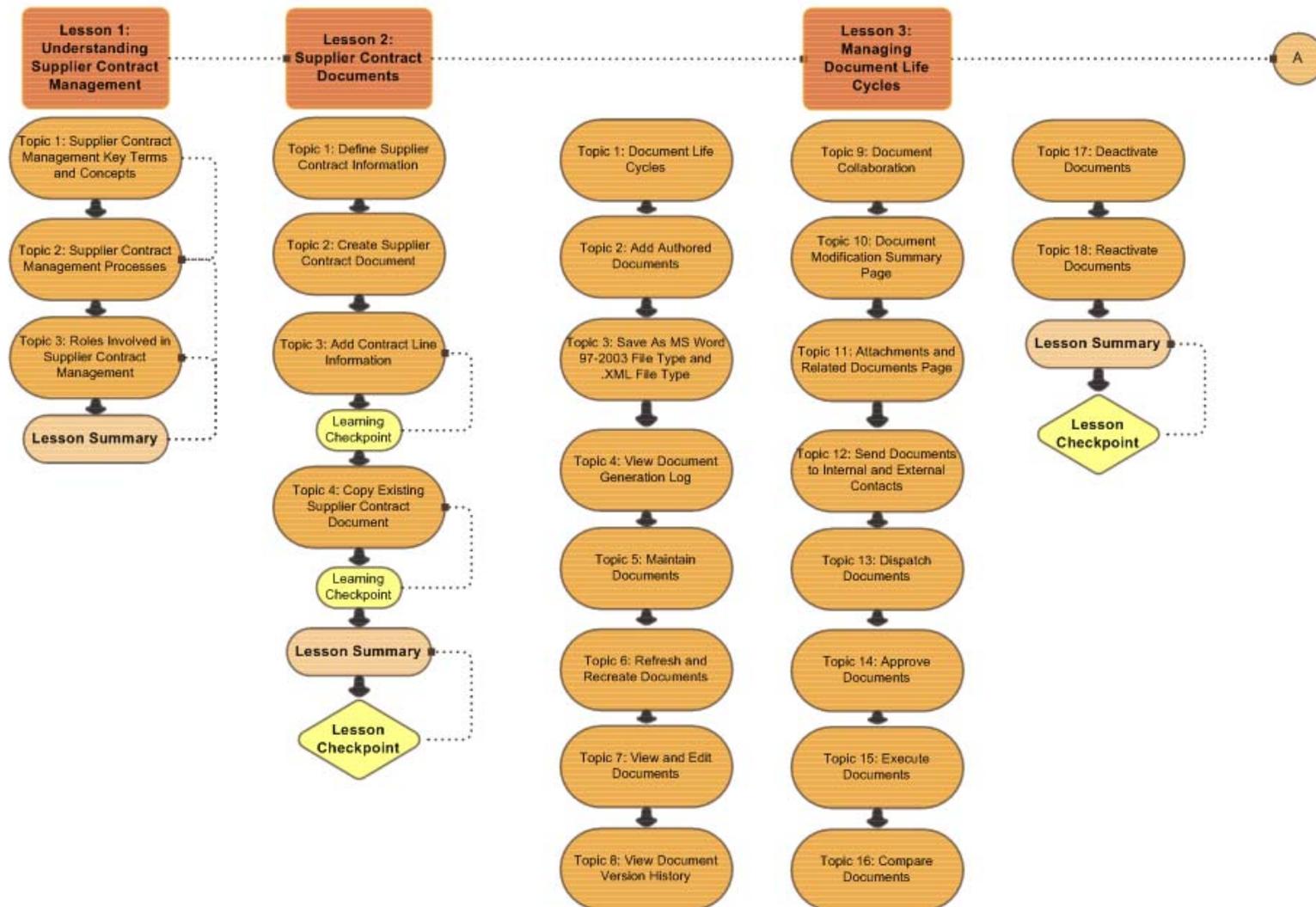
- GN101: Introduction to SMART
- PO120: Introduction to Purchasing
- GN201: Introduction to Navigating in SMART
- RP202: Introduction to Reporting in SMART
- PO320: Processing Purchase Requisitions
- PO321: Processing Purchase Orders

Required Roles:

- Contract Processor
- Purchasing Administrator

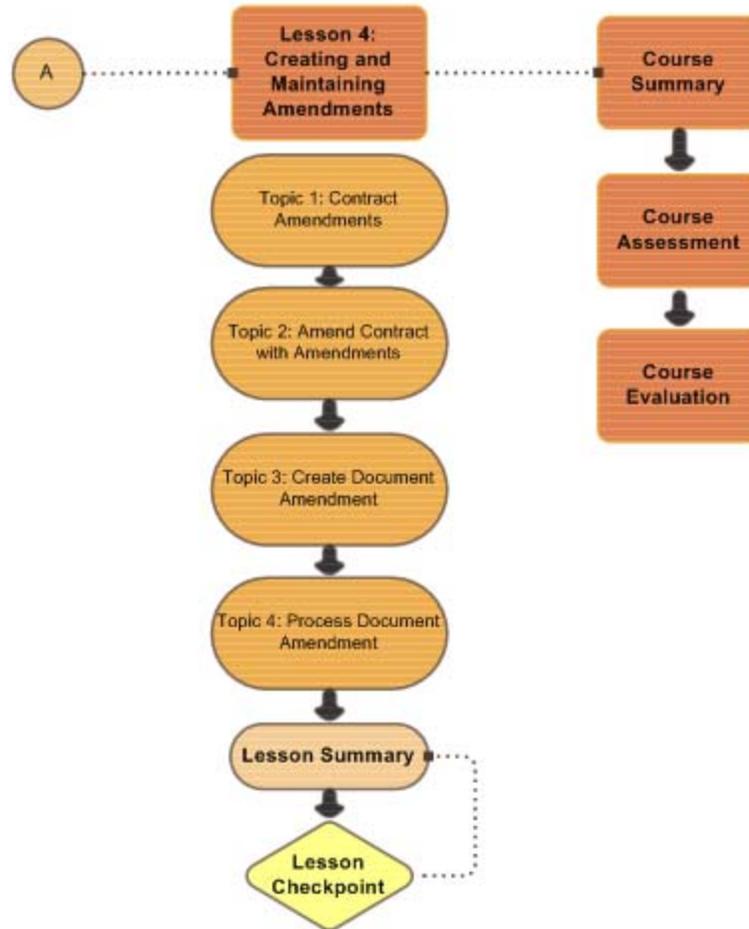


Course Path: PO325 Managing Supplier Contracts (1)





Course Path: PO325 Managing Supplier Contracts (2)





PO326: Using Procurement Cards

Delivery Method: Web-Based Training

Duration: 2 hours

Course Objectives:

- Define basic procurement card concepts, terms and business processes
- Describe how procurement cards fit in the end-to-end process for Purchasing
- List the roles involved in the procurement card process
- Reconcile procurement card transactions in SMART

Prerequisites:

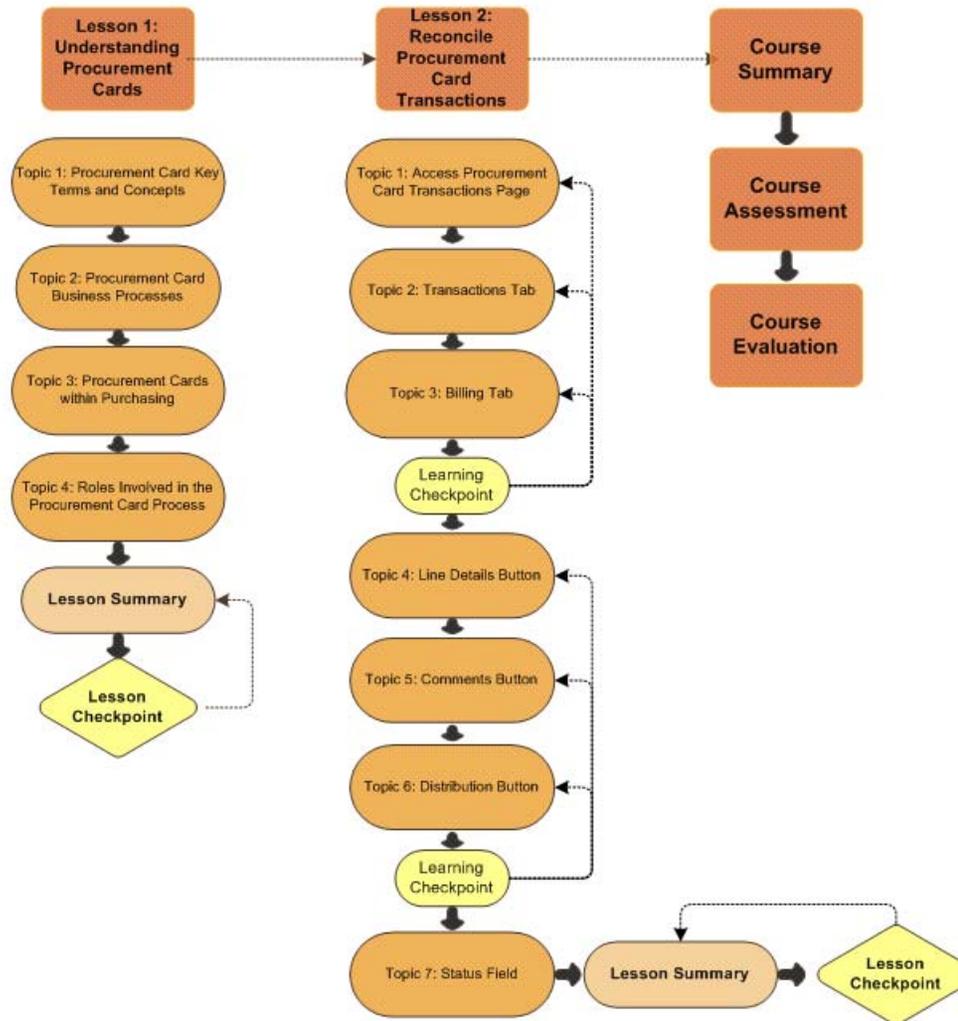
- GN101: Introduction to SMART
- PO120: Introduction to Purchasing
- GN201: Introduction to Navigating in SMART
- RP202: Introduction to Reporting in SMART

Required Roles:

- P-Card Holder
- P-Card Approver
- P-Card Reconciler
- Purchasing Administrator



Course Path: PO326 Using Procurement Cards





RP202: Introduction to Reporting in SMART

Delivery Method: Web-Based Training

Duration: 4 hours

Course Objectives:

- Navigate to and run online reports in SMART
- View a report in SMART
- Download a report in SMART
- Manage online reports in SMART
- Navigate to, search for and run a PeopleSoft query
- View PeopleSoft query results in a browser window
- Download PeopleSoft query results to an Excel or Comma Separated Value (CSV) file

Prerequisites:

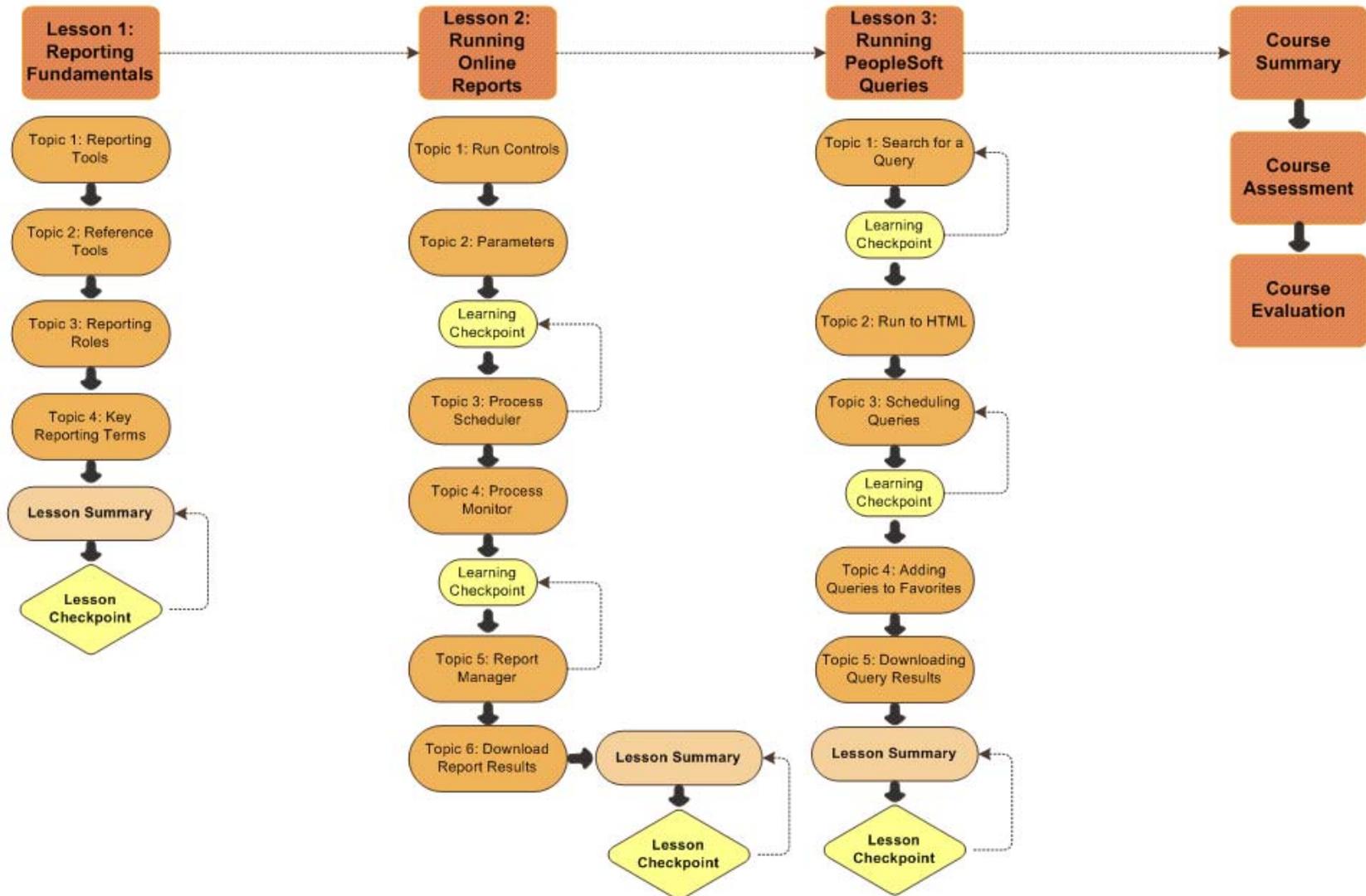
- GN101: Introduction to SMART
- GN201: Introduction to Navigating in SMART

Required Roles:

- All Reporting roles



Course Path: RP202 Introduction to Reporting in SMART





RP204: Introduction to Business Intelligence Reporting

Delivery Method: Web-Based Training

Duration: 2 hours, 30 minutes

Course Objectives:

- Explain the benefits to the end user, agency, and State of Kansas from using a data warehouse
- Describe the role of the data warehouse for the SHARP system and SMART
- List the end user roles involved in data warehouse reporting
- Define basic BI terms
- Navigate with the BI reporting tool
- Manage existing BI dashboards and requests

Prerequisites:

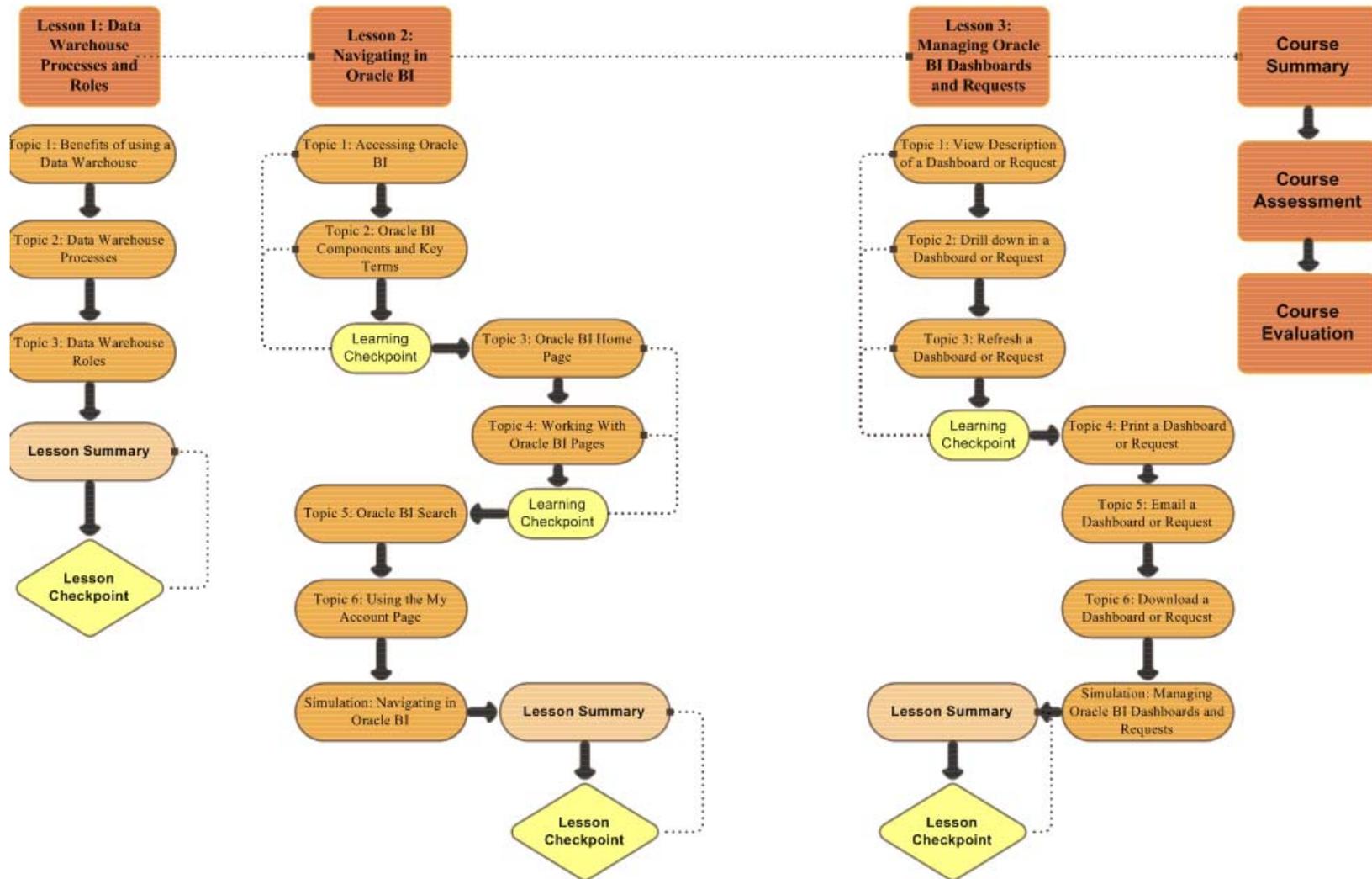
- GN101: Introduction to SMART (for SMART users)
- Introduction to SHARP CBT (for SHARP users)

Required Roles:

- Data Warehouse Report Viewer
- Data Warehouse Report Writer



Course Path: RP204 Introduction to Business Intelligence Reporting





RP301: Ad Hoc Business Intelligence Reporting

Delivery Method: Instructor-Led Training

Duration: 9 hours

Course Objectives:

- Describe the flow of data to the data warehouse
- Describe the use of marts to organize data fields
- Create a new BI Answers request, including viewing and saving results
- Perform common BI Answers tasks, including sort, subtotal, filter, format, and add formulas to a BI request
- Create new dashboards including, modifying content, adding pages, and changing properties
- Add filters and prompts to requests and dashboards
- Add conditional and cosmetic formatting to results and dashboards
- Create different views of results including, titles, legends, text, charts, gauges, and funnels
- Combine multiple views into a dashboard layout

Prerequisites:

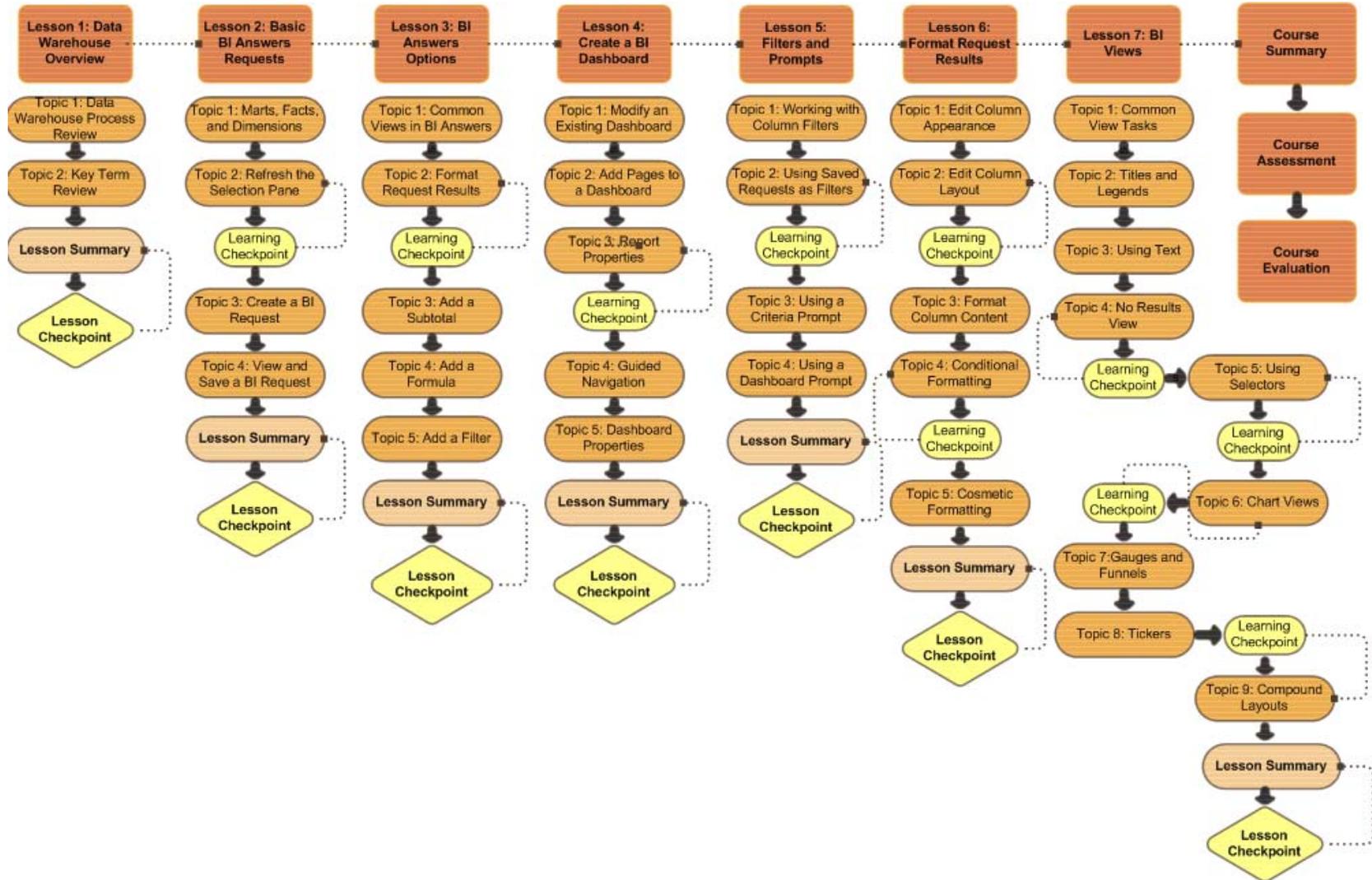
- GN101: Introduction to SMART (for SMART users)
- Introduction to SHARP CBT (for SHARP users)
- RP204: Introduction to Business Intelligence Reporting

Required Roles:

- Data Warehouse Report Writer



Course Path: RP301 Ad Hoc Business Intelligence Reporting





RP302: Managing Trees

Delivery Method: Instructor-Led Training

Duration: 3 hours

Course Objectives:

- Explain the use of trees for reporting
- Create trees
- Maintain provided and custom trees

Prerequisites:

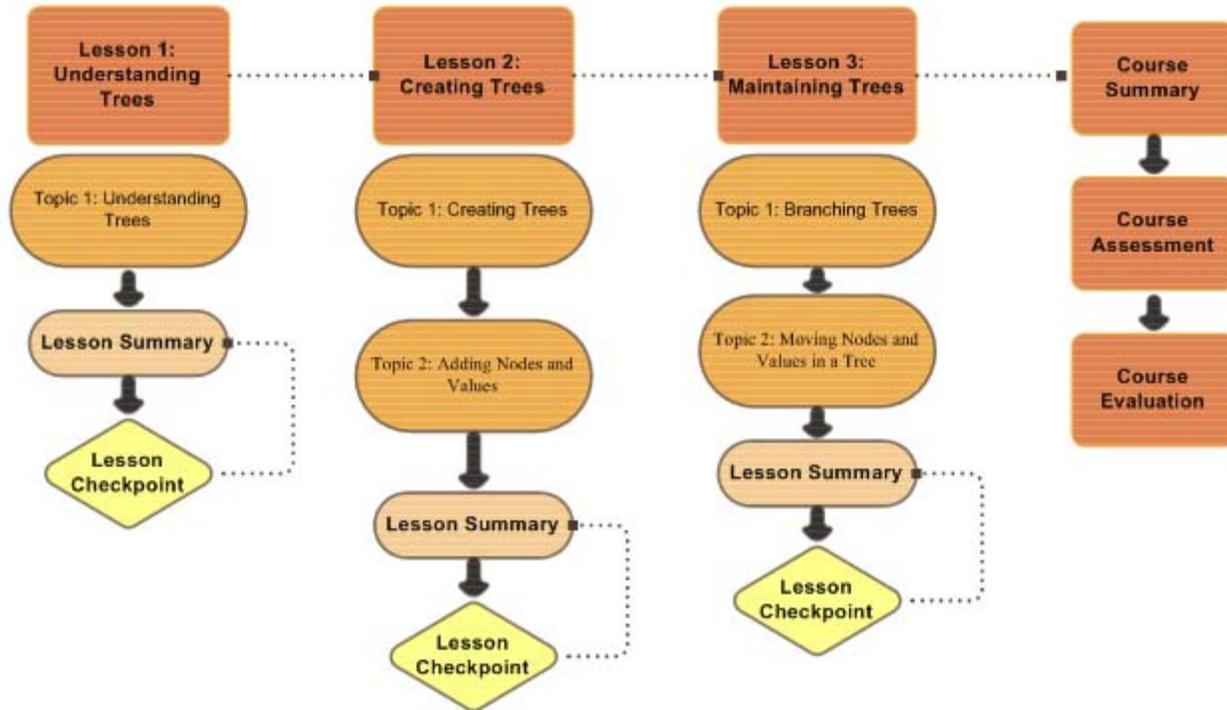
- GN101: Introduction to SMART
- GN201: Introduction to Navigating in SMART

Required Roles:

- Project/Grants Tree Manager
- Reporting Tree Manager



Course Path: RP302 Managing Trees





TL370: Time and Labor Self Service

Delivery Method: Web-Based Training

Duration: 1 hour, 40 minutes

Course Objectives:

- Describe the end-to-end Time and Labor Process
- List the roles involved in Time and Labor and explain how the roles fit into the activities in the Time and Labor process
- Navigate to Time Entry
- Enter time worked and leave taken
- Submit time for approval
- Adjust time from a prior period
- Approve time reported by employees

Prerequisites:

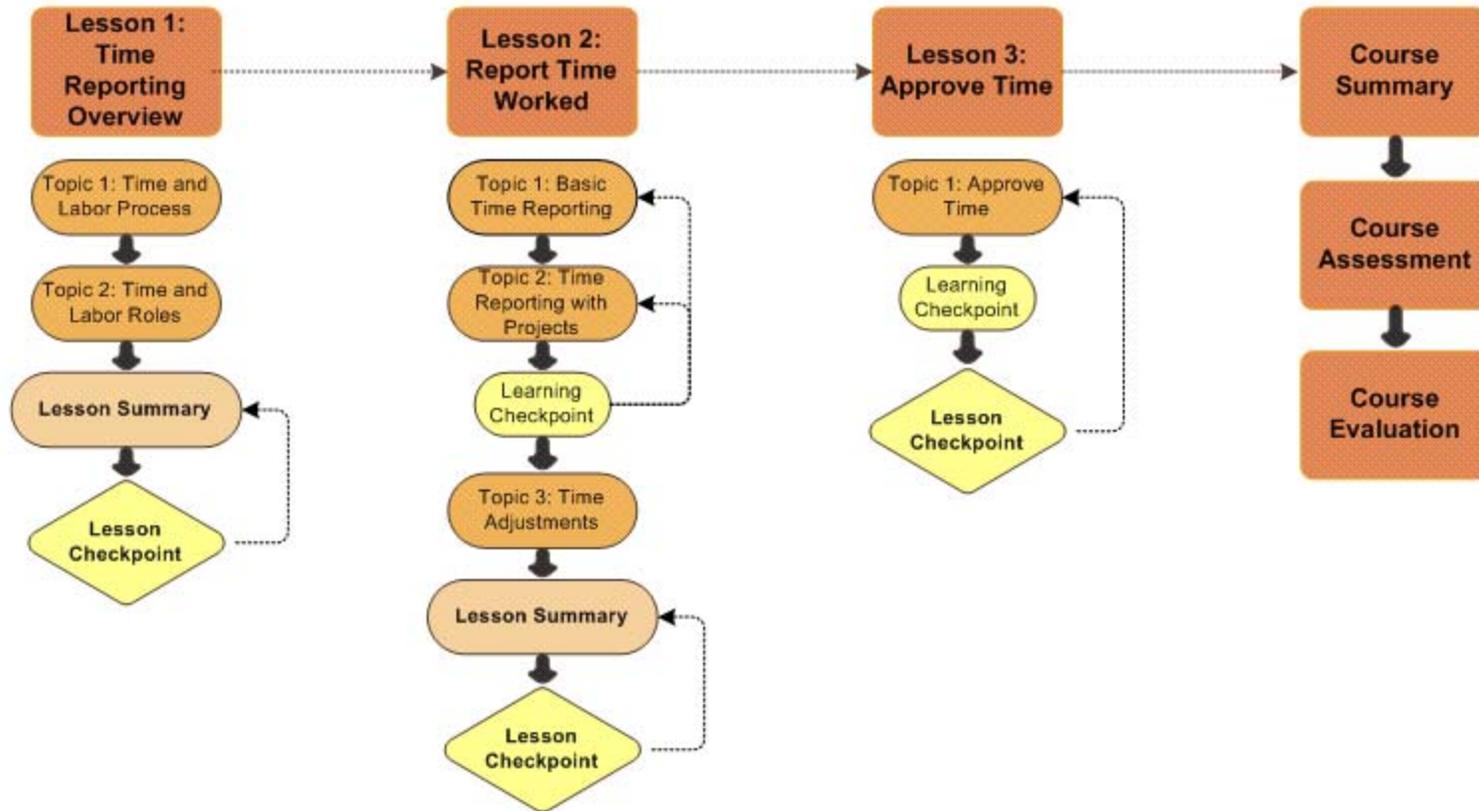
- Logging into Self Service (<http://www.da.ks.gov/ps/subject/ssc/>)

Required Roles:

- Time Reporter
- Time Approver



Course Path: TL370 Time and Labor Self Service





TL371: Time and Labor for Timekeepers

Delivery Method: Web-Based Training

Duration: 2 hours

Course Objectives:

- Describe the State of Kansas Time and Labor process
- List the roles involved in Time and Labor and explain how the roles fit into the activities in the Time and Labor process
- Navigate to Time Entry
- Enter time worked by employees in their workgroup(s)
- Adjust time from a prior period
- Manage exceptions
- Generate the Print Time Document Report

Prerequisites:

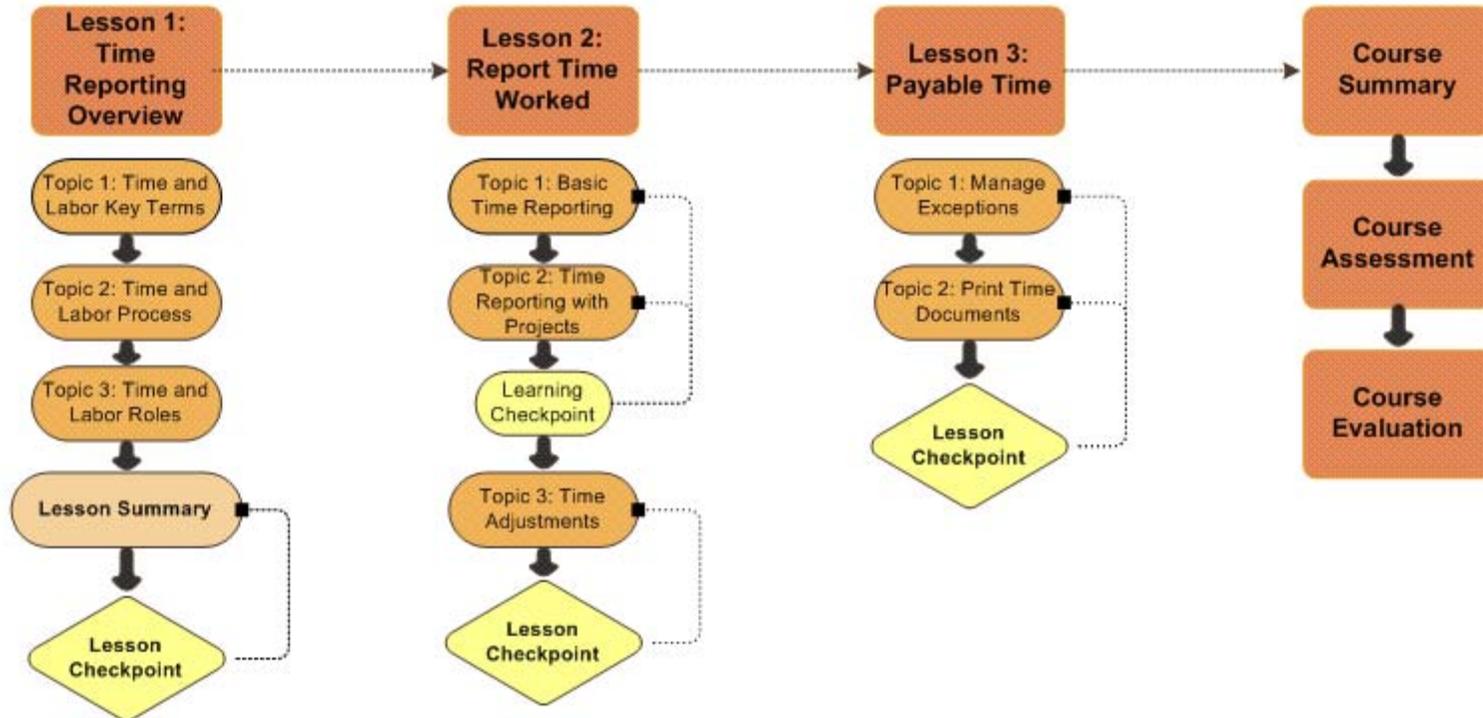
- Introduction to SHARP CBT

Required Roles:

- Timekeepers



Course Path: TL371 Time and Labor for Timekeepers





TL372: Time and Labor for Human Resource Administrators

Delivery Method: Web-Based Training

Duration: 2 hours, 35 minutes

Course Objectives:

- Describe the State of Kansas Time and Labor process
- List the roles involved in Time and Labor and explain how the roles fit into the activities in the Time and Labor process
- Enroll Time Reporter during the hiring process
- Add and maintain default schedules
- Maintain Time Reporter information
- Manage exceptions
- Approve Payable Time
- Generate the Payable Status Report
- View the Reported Time Audit History

Prerequisites:

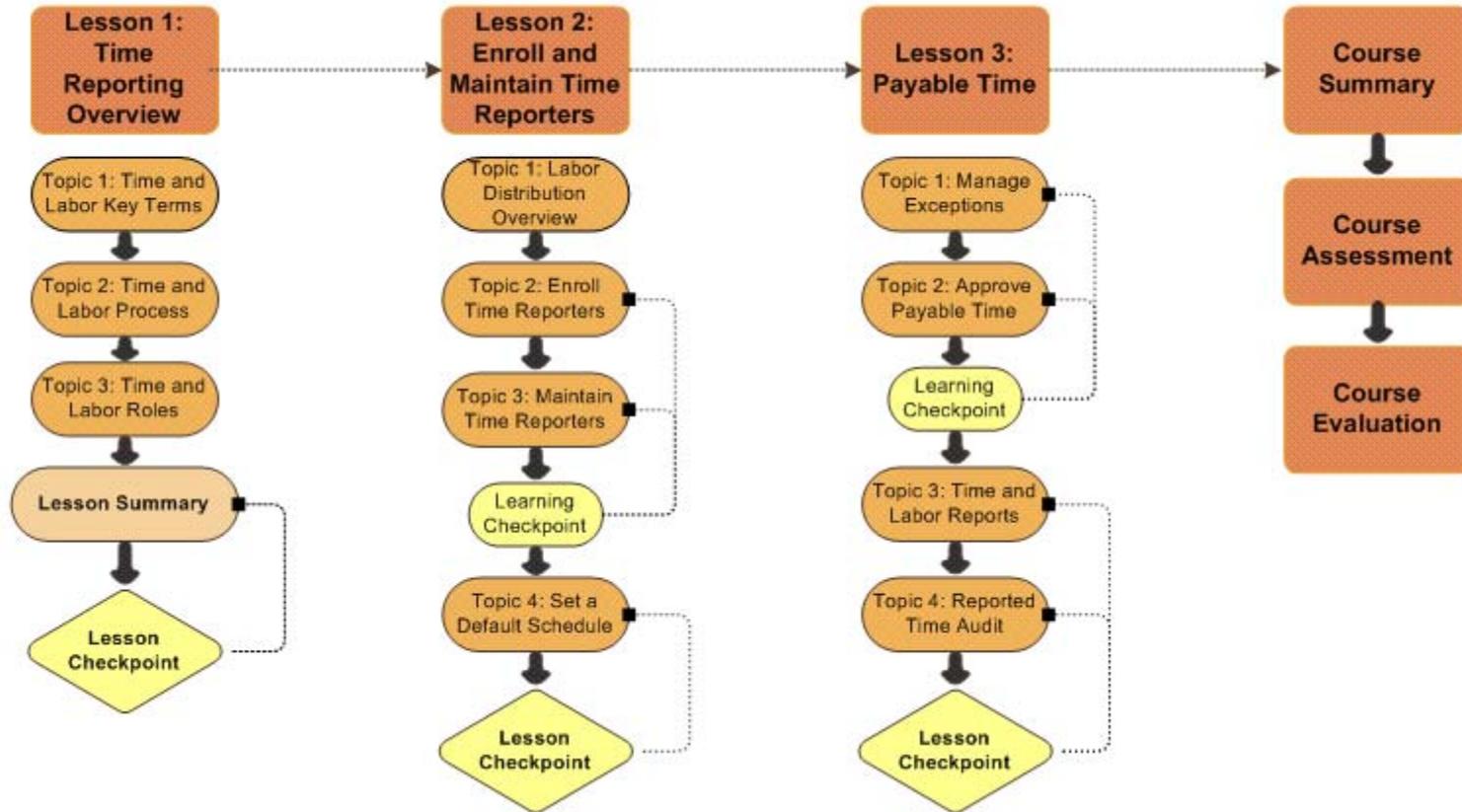
- Introduction to SHARP CBT

Required Roles:

- Human Resource Administrators



Course Path: TL372 Time and Labor for Human Resource Administrators





TL373: Time and Labor Finance Maintenance

Delivery Method: Web-Based Training

Duration: 2 hours, 25 minutes

Course Objectives:

- Describe the State of Kansas Time and Labor process
- List the roles involved in Time and Labor and explain how the roles fit into the activities in the Time and Labor process
- Enter and maintain task groups
- Enter and maintain task profiles
- Maintain Time Reporter information

Prerequisites:

- Introduction to SHARP CBT

Required Roles:

- Task Maintainers



Course Path: TL373 Time and Labor Finance Maintenance

