

FINANCIAL TRAINING WORKSHOP PREREQUISITES



THE OHIO STATE
UNIVERSITY

Prior to attending any Financial Training workshop, you must complete the (4) [Core Courses](#) available in Carmen.

1. **Business Responsibilities**
2. **Business Expenditures**
3. **Understanding and Preventing Fraud**
4. **Internal Controls**

The chart below identifies prerequisites for each of the instructor-led workshops listed in the left column. The online Carmen courses from the GL series are listed as gray column headers while the instructor-led workshops are listed as red column headers.

	ONLINE CARMEN COURSES							INSTRUCTOR-LED			
	(4) Core Courses	GL 1 Accounting Basics	GL 2A Journal Entry Initiator	GL 3 Deposits	GL 5 Inquiry & Timesavers	GL 6 eReports	GL 7A Fund Accounting	GL 7B Budget & Fund Transfer	Debits & Credits	Using GL Reports	Earnings Operations
The Procurement & Payment Process	X										
Debits & Credits	X	X									
Using GL Reports	X	X	X		R	X	X	R	Optional		
The Reconciliation Process	X	X	X	X	X	X	X		Optional	R	
Earnings Ops at OSU	X	X	X	X	X	X	X		Optional	R	
Accounts Receivable	X	X	X	X		R			Optional	R	R
Managing Your Dept's Capitalized Equipment	X					R					
Stewardship of Endowment & Gift Funds	X	X					X		Optional		
Tax at OSU	X										

KEY: X = Required
R = Recommended

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