

USER TYPE	COURSE #	COURSE NAME	MINS	HRS
GL Core User	11.2.1000	Dashboard Quick Start	10	
	11.2.1001	Using the Munis Ribbon	10	
	11.2.1010	Chart of Accounts Overview	20	
	11.2.1012	Annual Funds VS Multi-Year Funds	15	
	11.2.1013	Due To/Due From	10	
	11.2.1014	General Ledger Journal Entry	20	
	11.2.1015	General Ledger Account Inquiry	10	
	11.2.1022	Year To Date Budget Report	15	
	11.2.1043	Run the Account Detail History Report	10	
	11.2.1044	Run the Balance Sheet Report	10	
			130	2 hr 10 mn
USER TYPE	COURSE #	COURSE NAME	MINS	HRS
COA Maintenance Core User	11.2.1000	Dashboard Quick Start	10	
	11.2.1001	Using the Munis Ribbon	10	
	11.2.1010	Chart of Accounts Overview	20	
	11.2.1012	Annual Fund VS Multi-Year fund	15	
	11.2.1013	Due To/Due From	10	
	11.1.1021	Add an Annual Fund	5	
	11.2.1022	Add a Multi-Year Fund	10	
	11.2.1033	Add an Object code	10	
	11.2.1034	Add a Character Code	5	
	11.2.1035	Add an Org Code	15	
	11.2.1036	Add a Segment	5	
	11.2.1037	Mass Create New Accounts	10	
				125
USER TYPE	COURSE #	COURSE NAME	MINS	HRS
Cash Management Core User	11.2.1000	Dashboard Quick Start	10	
	11.2.1001	Using the Munis Ribbon	10	
	11.2.1010	Chart of Accounts Overview	20	
	11.2.1021	Bank Reconciliation	15	
	11.2.1022	Interest Allocation	15	
	11.2.1023	Recurring Cash Flow Setup	10	
				80
USER TYPE	COURSE #	COURSE NAME	MINS	HRS
Budget Core User	11.2.1000	Dashboard Quick Start	10	
	11.2.1001	Using the Munis Ribbon	10	
	11.2.1010	Chart of Accounts Overview	20	
	11.2.1011	Project Ledger VS Project Accounting	15	
	11.2.1012	Annual Fund VS Multi-Year fund	15	
	11.2.1015	General Ledger Account Inquiry	10	
	11.2.1017	Budget Process Overview	15	
	11.2.1022	Year To Date Budget Report	15	

USER TYPE	COURSE #	COURSE NAME	MINS	HRS
	11.2.1031	Create a Budget Transfer	15	
	11.1.1032	Create a Budget Amendment	15	
	11.2.1046	Create a Budget Projection	15	
	11.2.1047	Next Year Budget Entry	20	
	11.2.1053	Post to Master for Reports	5	
	11.2.1054	Budget Completion Journal	10	
				190
USER TYPE	COURSE #	COURSE NAME	MINS	HRS
Project Core User	11.2.1000	Dashboard Quick Start	10	
	11.2.1001	Using the Munis Ribbon	10	
	11.2.1011	Project Ledger Versus Project Accounting	20	
	11.2.1021	Create a Funding Source String	20	
	11.1.1022	Project Ledger Expense Strings	15	
	11.1.1031	Project Ledger Budget Package Entry	15	
	11.1.1032	Project Ledger Generate Budget Package	10	
	11.1.1033	Project Ledger Budget Package Posting	10	
	11.2.1034	Project Revenue Allocation	10	
	11.2.1041	Project Inquiry	15	
	11.2.1042	Run the Project GL and Activity Report	10	
	11.2.1043	Run the Project Budget Report	20	
	11.2.1044	Run the Project History Detail Report	15	
				180
USER TYPE	COURSE #	COURSE NAME	MINS	HRS
AP Core User	11.2.1000	Dashboard Quick Start	10	
	11.2.1001	Using the Munis Ribbon	10	
	11.2.1010	Accounts Payable Process Overview	15	
	11.1.1011	Add a Vendor	15	
	11.2.1012	Modify a Vendor	5	
	11.2.1021	Invoice Entry	20	
	11.2.1022	Modify an Invoice	10	
				85
USER TYPE	COURSE #	COURSE NAME	MINS	HRS
AP Cash Disbursement Core User	11.2.1000	Dashboard Quick Start	10	
	11.2.1001	Using the Munis Ribbon	10	
	11.2.1010	Accounts Payable Process Overview	15	
	11.2.1031	Select Items to be Paid	15	
	11.1.1032	Print AP Checks	20	
	11.1.1034	AP Void Checks	5	
	11.1.1035	Cash Disbursements Journal	10	
	11.1.1036	AP Check Reconciliation	10	
	11.1.1037	Create a Positive Pay File	10	

USER TYPE	COURSE #	COURSE NAME	MINS	HRS
			105	1 hr 45 mn
USER TYPE	COURSE #	COURSE NAME	MINS	HRS
Purchasing Core User	11.2.1000	Dashboard Quick Start	10	
	11.2.1001	Using the Munis Ribbon	10	
	11.2.1010	Requisition Process Overview	15	
	11.2.1011	Purchase Order Process Overview	15	
	11.1.1021	Bill To/Ship To Codes	10	
	11.1.1022	Requisition Department Codes	20	
	11.1.1030	Requisition Entry	15	
	11.2.1031	Add a Requisition in the Requisitions Program	10	
	11.1.1032	Approve a Requisition	15	
	11.1.1034	Convert a Requisition to a Purchase Order	10	
	11.1.1035	Create a Requisition with Commodity Codes	15	
	11.1.1036	Requisition Workflow	15	
	11.1.1040	PO Entry	15	
	11.1.1041	Purchase Order Change Order	15	
	11.1.1042	Cancel and Close a Purchase Order		
	11.1.1043	Print a Purchase Order	10	
	11.1.1055	Approve a Purchase Order	15	
				215
USER TYPE	COURSE #	COURSE NAME	MINS	HRS
Contracts Core User	11.2.1000	Dashboard Quick Start	10	
	11.2.1001	Using the Munis Ribbon	10	
	11.1011	Contract Process Overview	15	
	11.1012	Contract Enforcement Types Overview	20	
	11.1.1021	Contract Entry	50	
	11.1.1022	Contract Change Order	10	
				115
USER TYPE	COURSE #	COURSE NAME	MINS	HRS
Fixed Assets Core User	11.2.1000	Dashboard Quick Start	10	
	11.2.1001	Using the Munis Ribbon	10	
	11.1.1020	Fixed Asset Process Overview	15	
	11.1.1021	Fixed Asset Entry	20	
	11.1.1022	Post a Fixed Asset	5	
	11.1.1023	Import Invoices into Work File Maintenance	10	
	11.1.1024	Import POs into Work File Maintenance	10	
	11.1.1031	Fixed Assets Retirements	10	
	11.1.1032	Fixed Asset Improvements	10	
	11.1.1033	Fixed Asset Transfer	10	

USER TYPE	COURSE #	COURSE NAME	MINS	HRS
	11.1.1034	Fixed Asset Disposal	15	
	11.1.1035	Fixed Asset Depreciation	10	
			135	2 hr 15 mn
USER TYPE	COURSE #	COURSE NAME	MINS	HRS
GL Inquiry & Reports End User	11.2.1000	Dashboard Quick Start	10	
	11.2.1001	Using the Munis Ribbon	10	
	11.2.1015	General Ledger Account Inquiry	10	
	11.2.1022	Run the YTD Budget Report	20	
				50
USER TYPE	COURSE #	COURSE NAME	MINS	HRS
Budget End User	11.2.1000	Dashboard Quick Start	10	
	11.2.1001	Using the Munis Ribbon	10	
	11.2.1047	Next Year Budget Entry	20	
				40
USER TYPE	COURSE #	COURSE NAME	MINS	HRS
AP End User	11.2.1000	Dashboard Quick Start	10	
	11.2.1001	Using the Munis Ribbon	10	
	11.1.1021	Invoice Entry	20	
	11.2.1022	Modify an Invoice	10	
				50
USER TYPE	COURSE #	COURSE NAME	MINS	HRS
Req Entry End User	11.2.1000	Dashboard Quick Start	10	
	11.2.1001	Using the Munis Ribbon	10	
	11.2.1030	Add a Requisition in the Requisitions Program	10	
	11.1.1030	Requisition Entry	15	
	11.1.1036	Requisition Workflow	20	
				65
USER TYPE	COURSE #	COURSE NAME	MINS	HRS
Project End User	11.2.1000	Dashboard Quick Start	10	
	11.2.1001	Using the Munis Ribbon	10	
	11.2.1041	Project Inquiry	15	
	11.2.1042	Run the Project GL and Activity Report	10	
	11.2.1043	Project Budget Report	20	
	11.2.1044	Run the Project History Detail Report	15	
				80
USER TYPE	COURSE #	COURSE NAME	MINS	HRS
Fixed Assets End User	11.2.1000	Dashboard Quick Start	10	

USER TYPE	COURSE #	COURSE NAME	MINS	HRS
Payroll Core User	11.2.1000	Dashboard Quick Start	10	
	11.2.1001	Using the Munis Ribbon	10	
	11.2.1070	Payroll Process Overview	20	
	11.2.1060	Employee Building Overview	20	
	11.2.1061	Add an Employee	15	
	11.2.1041	Build Salary Tables	20	
	11.2.1064	Link an Employee to a Job Salary Record	10	
	11.2.1011	Deduction and Benefit Master	15	
	11.2.1022	Add a Benefit Deduction	20	
	11.2.1025	Create a Health Insurance Premium Table	20	
	11.2.1042	Create a Federal Tax Table	20	
	11.2.1050	Job Class Master Overview	15	
	11.2.1051	Position Control Overview	20	
	11.2.1052	Position Control Budget and FTE Overview	20	
	11.2.1021	Add a Pay Code	15	
	11.2.1062	Employee Accruals Overview	20	
	11.2.1031	Add an Accrual Table	20	
	11.2.1032	Create a Basic Sick Accrual Table	15	
	11.2.1080	Payroll General Ledger Posting Options	20	
	11.1.1072	Create a Prenote Direct Deposit File	10	
	11.2.1073	Define the Direct Deposit File	20	
	11.2.1074	Print Payroll Advices	5	
	11.2.1076	Print Payroll Check Register	10	
	11.2.1077	Void a Payroll Check	20	
	11.2.1091	Create an Employee Check Summary Report	10	
	11.2.1092	Create an Employee Earnings and Deductions Report	15	
	11.2.1093	Employee Deduction Register	10	
	11.2.1030	Time Entry Overview	20	
	11.2.1031	Enter Time Using Detail Entry	20	
	11.2.1032	Enter Time Using Daily Grid	20	
	11.2.1033	Time Entry Groups	15	
	11.2.1034	Overview of Time Entry Import File	10	
	11.2.1035	Import a Time and Attendance File	20	
	11.2.1036	Move Time Entry Batch into PR	10	
	11.2.1010	Set up Payroll Workflow	15	
11.2.1078	Use Employee Central	10		
			565	9 hrs 15 mn

USER TYPE	COURSE #	COURSE NAME	MINS	HRS
HR Core User	11.2.1000	Dashboard Quick Start	10	
	11.2.1001	Using the Munis Ribbon	10	
	11.2.1011	Human Resources Overview	20	
	11.2.1021	Human Resources Benefits Administration Overview	20	

11.2.1022	HR Benefits Enrollment Overview	20	
11.2.1023	Import Employee Beneficiaries	10	
11.1.1024	Import Employee Dependents	15	
11.2.1025	Create a Health Insurance Premium Table	10	
11.1.1030	Personnel Actions Overview	10	
11.1.1031	Personnel Actions - New Hire	20	
11.1.1032	Set Up Workflow for Personnel Actions	20	
11.2.1090	Use Employee Central to Create Excel Reports	10	
		175	2 hrs 55 mn

USER TYPE	COURSE #	COURSE NAME	MINS	HRS
Applicant Tracking Core User	11.2.1000	Dashboard Quick Start	10	
	11.2.1001	Using the Munis Ribbon	10	
	11.1.1023	Applicant Master Overview	15	
	11.1.1024	Create Custom Data Types for Applicant Tracking	5	
	11.1.1025	Create a Job Opening for Position Control	5	
	11.1.1026	Pending Applicants Overview	15	
	11.1.1027	Create a Self Service Application for Applicant Tracking	20	
			80	1 hr 15 mn

USER TYPE	COURSE #	COURSE NAME	MINS	HRS
Time Entry End User	11.2.1000	Dashboard Quick Start	10	
	11.2.1001	Using the Munis Ribbon	10	
	11.2.1031	Enter Time Using Detail Entry	20	
	11.2.1032	Enter Time Using Daily Grid Time	20	
	11.2.1033	Time Entry Groups	15	
			75	1 hr 15 mn

USER TYPE	COURSE #	COURSE NAME	MINS	HRS
Employee Expense End User	11.2.1000	Dashboard Quick Start	10	
	11.2.1001	Using the Munis Ribbon	10	
	11.1.1050	Payroll EE Setup Overview	10	
	11.1.1051	Approve and Create Expense Claims	20	
	11.1.1052	Process an Employee Expense Payment Within Payroll	15	
	11.1.1053	Employee Expense-Entering Claims on ESS	10	
		75	1 hr 15 mn	

USER TYPE			
	COURSE #	COURSE NAME	MINS
Accounts Receivable and General Billing Curriculum	Munis 11.2.1001	Dashboard Quick Start	10
	Munis 11.2.1002	Using the Munis Ribbon	10
	Munis 11.1.1029	General Revenues Customer Statement	5
	Munis 11.1.1039	General Revenues Payment Entry	10
	Munis 11.1.1019	General Revenue Bill Inquiry	10
	Munis 11.1.1045	General Revenues Payment Reversal	10
	Munis 11.1.2022	Invoice Entry	10
	Munis 11.1.1001	Print General Billing Invoices	10
	Munis 11.1.1006	General Billing Invoice Inquiry	10
	Munis 11.2.1021	Add an Accounts Receivable Code	20
	Munis 11.1.1048	General Revenues Receipts	10
	Munis 11.1.1022	Enter a General Billing Charge Code for Grants and Projects	20
	Munis 11.1.1023	Enter a General Billing Work Order Charge Code	20
	Munis 11.1.1002	Print General Billing Statements	10
			165

HRS

2 hrs 45
mins

USER TYPE	COURSE #	COURSE NAME	MINS
System Admin	11.2.1000	Dashboard Quick Start	10
	11.2.1001	Using the Munis Ribbon	10
		Munis - Run the Munis Security Report	5
		Munis - Create a Template Based on a User's Dashboard	10
		Munis - Apply a Dashboard Template to a User	5
		Munis - Add a Temporary Role to a User	5
		Munis - Modify a Dashboard Template	10
		Munis - Add Dashboard Notifications	10
		Munis 11.1.1010 – Enter a User	15
		Munis - Create a Data Access Role V11	15
		Munis - Create a Functional Role V11	15
		Munis - Understanding RBAC V11	15
		Munis - Add a Site Collection Administrator	10
		Munis - Log into the Dashboard as a Different Users V11	10
		Munis - Workflow Administration Settings v11	5
		Munis - Workforce Central Overview v11	5
	11.1.3000	Munis - Restrict Access to Munis	10
		Munis - Understanding the MIU	10
			175

HRS

2.92