

From: PCCD Announcement <announcement@peralta.edu>
Sent: Monday, May 2, 2022 10:13 AM
To: Announcements <Announcements@peralta.edu>
Cc: Chiranjeevi Adusumalli <cadusumalli@peralta.edu>; Teri Antonio <tantonio@peralta.edu>; lencinias@hcg.com; romalley@hcg.com
Subject: PeopleSoft Finance training May 3-6



Peralta Community College District Announcements

Dear Peralta Community,

Please see the below schedule for upcoming PeopleSoft training.

Here are the rescheduled sessions for Expense Approval:

FIN - Expense Approval	Expense Approval vILT	04-May	11:00 AM	12:00 PM	Approver	<ul style="list-style-type: none"> Understanding Approvals Approving an Expense Report Approving Travel Authorizations Approving Cash Advances
		04-May	2:45 PM	3:45 PM	Approver	<ul style="list-style-type: none"> Using Summary Approvals for Expense Transactions Reassigning Approvals Work Completing Expense Report approvals Troubleshooting Approval Errors using the Question Mark icon
		04-May	4:00 PM	5:00 PM	Approver	<ul style="list-style-type: none"> Understanding Approvals Approving an Expense Report Approving Travel Authorizations Approving Cash Advances Using Summary Approvals for Expense Transactions Reassigning Approvals Work

						<ul style="list-style-type: none"> • Completing Expense Report approvals • Troubleshooting Approval Errors using the Question Mark icon
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Here are additional sessions for contracts and various expense related items.

Date	Time	Type	Topics	Zoom Links
03-May	9:00 AM - 10:30 AM	Requestor	Creating Contracts vis Wizard Creating a Contract Document – the basics Adding attachment(s) to a Contract Importing documents to a Contract Reviewing Contracts Sending Contract for External. Collaboration Preparing Contract for Digital Signatures Routing a Contract for Signatures Review other Document Management actions Sending a Purchase Order document for Internal Collaboration Submitting a Purchasing Contract Updating and Reviewing Agreement Statuses Associating Contract to a Requisition Signing a Digital Signature Document	Link
03-May	1:30 PM - 2:30 PM	Approver	Signing a Digital Signature Document Reviewing the Basic Setup for Supplier Contract Management	Link

03-May	2:45 PM - 3:45 PM	Requestor	<ul style="list-style-type: none"> Creating Contracts vis Wizard Creating a Contract Document – the basics Adding attachment(s) to a Contract Importing documents to a Contract Reviewing Contracts Sending Contract for External. Collaboration Preparing Contract for Digital Signatures Routing a Contract for Signatures Review other Document Management actions Sending a Purchase Order document for Internal Collaboration Submitting a Purchasing Contract Updating and Reviewing Agreement Statuses Associating Contract to a Requisition Signing a Digital Signature Document 	Link
03-May	4:00 PM - 5:00 PM	Approver	<ul style="list-style-type: none"> Signing a Digital Signature Document Reviewing the Basic Setup for Supplier Contract Management 	Link

04-May	9:00 AM - 10:30 AM	N/A	Budget Checking Expense Reports	Link
04-May	1:30 PM - 2:30 PM	N/A	Budget Checking Expense Reports	Link

Date	Time	Type	Topics	Zoom Links
05-May	10:00 AM - 11:30 AM	N/A	Submit Expense Reports for Kaiser Reimbursements	Link

Date	Time	Description	Zoom Links
05-May	1:00 PM - 2:00 PM	This session will cover creating Travel Authorizations, creating a Cash Advance, and how to create a General Reimbursement.	Link
06-May	1:00 PM - 2:00 PM	This session will cover creating Travel Authorizations, creating a Cash Advance, and how to create a General Reimbursement.	Link

Date	Time	Description	Zoom Links
05-May	3:00 PM – 4:30 PM	This session will cover the accurate recording of an asset	Link
06-May	3:00 PM – 4:30 PM	This session will cover the accurate recording of an asset	Link

Date	Time	Description	Zoom Links
06-May	10:00 AM – 11:00 AM	This session will cover the Asset Management Admin Process	Link
06-May	1:00 PM – 2:00 PM	This session will cover the Asset Management Admin Process	Link

Many thanks

Mark

Mark Johnson

Executive Director

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**Peralta Community
College District**