



GOVERNMENT OF THE USVI TYLER UNIVERSITY CURRICULA



AP End User

Course #	Course Name	Mins
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

Requisition End User

Course #	Course Name	Mins
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

GL End User

Course #	Course Name	Mins
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

Budget End User (Finance Associate at various agencies)

Course #	Course Name	Mins
11.2.1000	Dashboard Quick Start	10
11.2.1001	Using the Munis Ribbon	10
11.2.1047	Next Year Budget Entry	20

Payroll End User (Human Services Payroll)

Course #	Course Name	Mins
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

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Cashier

Course #	Course Name	Mins
11.2.1000	Dashboard Quick Start	10
11.2.1001	Using the Munis Ribbon	10
11.1.1039	General Revenues Payment Entry	10
11.1.1045	General Revenues Payment Reversal	10
11.1.1048	General Revenues Receipts	10

HR End User (HR Associate at various agencies)

Course #	Course Name	Mins
11.2.1000	Dashboard Quick Start	10
11.2.1001	Using the Munis Ribbon	10
11.2.1030	Personnel Actions Overview	10
11.2.1031	Personnel Actions New Hire Entry	20
11.2.1078	Use Employee Central	20
11.2.1090	Use Employee Central to Create Excel Reports	10

Workflow Approvers

Course #	Course Name	Mins
11.2.1010	Requisition Process Overview	15
11.1.1032	Approve a Requisition	15
11.1.1036	Requisition Workflow	15
11.2.1010	Accounts Payable Process Overview	15
11.2.1030	Personnel Actions Overview	10

Fixed Assets Core User (Property & Procurement)

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
11.1022	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
11.1.1034	Fixed Asset Disposal	15
11.1.1035	Fixed Asset Depreciation	10

Payroll Core User (DOF Payroll)

Course #	Course Name	Mins
11.2.1000	Dashboard Quick Start	10
11.2.1001	Using the Munis Ribbon	10
11.2.1020	Payroll Process Overview	20

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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 New Benefit Deduction	20
11.2.1025 Create a Health Insurance 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
11.2.1070 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 Post PR to the General Ledger	20
11.2.1072 Create a Prenote Direct Deposit File	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 Deduction 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 & Attendance 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

Payroll (MIS functions)

11.2.1073 Define the Direct Deposit File	20
11.2.1074 Print Payroll Advices	5
11.2.1076 Print Payroll Check Register	10

Position Control Core User (DOF Payroll, OMB, DOP)

Course #	Course Name	Mins
11.2.1051	Position Control Overview	20
11.2.1052	Position Control Budget and FTE Overview	20

Inventory End User (Property & Procurement Associate)

Course #	Course Name	Mins
11.2.1000	Dashboard Quick Start	10
11.2.1001	Using the Munis Ribbon	10
11.1.1042	Requisition Pick Tickets	10

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AP Cash Disbursement Core User (DOF Accounting, Treasury)

Course #	Course Name	Mins
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
11.1.1034	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

Vendor Management (Property & Procurement, DOF Accounting)

Course #	Course Name	Mins
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