

Yellow highlights - Recommended foundational courses (with potential order of completion)

Orange highlights - Dependent upon job duties

Green highlights - Optional additional courses

## Finance Course Catalog Finance Operations (FinOps) Center Fiscal Year 2026

Access to the Enterprise Financial System (EFS) requires completion of training courses. Enroll in courses via [Training Hub](#). Financial Training courses are listed under Controller's Office. An [EFS Central Access Request Form](#) is required for access. Training requirements may change over time.

Note: Although courses are listed in course number order, some course completions require an out-of-order sequence due to prerequisites.

### Courses by FinOps Role

#### Accounting

- ☐ FIN101 Basic Accounting
- ☐ FIN102 Basic Accounting II
- ☐ FIN103 Chart of Accounts
- ☐ FIN107 ChartField Request
- ☐ FIN108 Understanding Payroll Accounting
- ☐ FIN111 Journal Entry Upload Process
- ☐ FIN114 Journal Entry
- ☐ FIN116 Combination Codes and ChartField Strings
- ☐ FIN117 Distribution Entry and Retro Distribution for Payroll Transactions
- ☐ FIN118 Payroll Verification Report
- ☐ FIN120 Journal Entry Live Q&A
- ☐ FIN401 Financial Management Orientation
- ☐ FIN402 Using the Reporting Center

#### Accounts Payable

- ☐ FIN101 Basic Accounting # 1
- ☐ FIN102 Basic Accounting II # 2
- ☐ FIN103 Chart of Accounts # 3
- ☐ FIN112 Voucher Entry Assessment

- ☐ FIN115 Voucher Entry
- ☐ FIN201 Purchasing Goods and Services at the University of Minnesota # 7
- ☐ FIN202 Using the University PCard # 10
- ☐ FIN204 Receiving Purchases
- ☐ FIN209 My Wallet for Cardholders # 6
- ☐ FIN215 Supplier Inquiry
- ☐ FIN225 Reconciling PCard Purchases # 8
- ☐ FIN401 Financial Management Orientation # 5
- ☐ FIN402 Using the Reporting Center # 9

## Accounts Receivable

- ☐ FIN101 Basic Accounting
- ☐ FIN102 Basic Accounting II
- ☐ FIN103 Chart of Accounts
- ☐ FIN119 Endowments
- ☐ FIN302 Customer Record Overview
- ☐ FIN303 Accounts Receivable Inquiry
- ☐ FIN304 Accounts Receivable Monitoring
- ☐ FIN305 Departmental Deposits # 4
- ☐ FIN306 Bank Card Reconciliation
- ☐ FIN309 Create Bills
- ☐ FIN401 Financial Management Orientation
- ☐ FIN402 Using the Reporting Center # 11

## Purchasing

- ☐ FIN101 Basic Accounting
- ☐ FIN102 Basic Accounting II
- ☐ FIN103 Chart of Accounts
- ☐ FIN201 Purchasing Goods and Services at the University of Minnesota
- ☐ FIN202 Using the University PCard
- ☐ FIN203 U Market Only Access for Requesters # 14
- ☐ FIN207 Create Requisitions Assessment
- ☐ FIN208 Manage Requisitions
- ☐ FIN211 Procurement Process Overview # 13
- ☐ FIN212 Procurement Specialist Assessment
- ☐ FIN214 Roles in the Procurement Process
- ☐ FIN215 Supplier Inquiry
- ☐ FIN218 Create Requisitions

- ☐ FIN219 Procurement Specialist
- ☐ FIN401 Financial Management Orientation
- ☐ FIN402 Using the Reporting Center
- ☐ FIN903 Payment Card Employee Security Awareness Training # 12

### Other Related Training

- ☐ HIP025 HIPAA Privacy Training (2025)
- ☐ ISA103 Information Security Awareness 103
- ☐ SR0071 FERPAFIN222 Navigating Emburse: Train the Trainer