

Finance Team Training Sessions

Title	Description	Scheduling Contact
Overview: Purchasing and Accounts Payable	Introduction to the Purchasing and Accounts Payable departments. Discuss key policies and procedures. This is an overview for new members of the Simmons community or for those who need a refresher on policies and procedures.	purchasing@simmons.edu
Overview: Business Expense Policy	Answer specific questions regarding the Business Expense Policy. The expectation is that you have read the policy and need additional information or clarification.	purchasing@simmons.edu
Overview: How to Purchase	Review the Purchasing Policy and Procedures. Contract signing authority policy, Purchasing methods, documentation requirements, supplier setup.	purchasing@simmons.edu
Training: Contract Routing via Adobe Sign Workflow	How to route a contract/agreement for approvals via Adobe Sign Workflow. Review documentation requirements and Simmons Contract Signing Authority Policy.	purchasing@simmons.edu
Workday Training: Expense Reports / Credit Card Training	How to create an expense report in Workday. How to reconcile JP Morgan credit card transactions. Review documentation requirements.	purchasing@simmons.edu
Workday Training: Supplier Invoices	How to submit supplier invoices in Workday. Review documentation requirements and expense item coding. How to view payment information.	ap@simmons.edu
Workday Training: Creating a Requisition for a Purchase Order	How to create a requisition in Workday. Review requirements, Purchasing policy and documentation requirements.	purchasing@simmons.edu
Workday Training: Shortcuts and Custom Configurations	How to navigate Workday. Setup short cuts and favorites	ap@simmons.edu