

AASIS Instructor-led Courses

CLASS TITLE	DURATION
AASIS Navigation Basics	1/2 Day
<i>The purpose of this course is to discuss the key benefits and features of AASIS while providing a foundation for future user assignments. Users will have hands-on access to gain comfort and increase efficiency while executing assigned tasks.</i>	
FEE: \$0	
AASIS Reporting Basics	1/2 Day
<i>The purpose of this course is to discuss the main components of AASIS reporting and understand the customizing tools used while providing a foundation for future user assignments. Users will have hands-on access to gain comfort and increase productivity while executing assigned tasks.</i>	
FEE: \$0	
Funds Management	1 Day
<i>Funds Management teaches AASIS users how to read budget reports, how to park budget transfer documents and how and when different transactions in AASIS commit or use budget. Users also learn to create and use budget reservations.</i>	
FEE: \$0	
Purchase Requisitioner	1/2 Day
<i>This course is intended for state employees that are responsible for creating purchase requisitions in AASIS. In this course, you will learn the critical procedures to follow that impact the procurement process. You will also learn how to monitor and troubleshoot any issues that arise during the procurement process.</i>	
FEE: \$0	
Time Recording	1/2 Day
<i>This course defines terms and concepts and explains the basic processes for time entry.</i>	
FEE: \$0	