

To All GEARS Users:

The attached documents provide details on the spring [2018 GEARS functional training schedule](#).

Broadly, the below sessions are planned and will cover areas such as:

General Ledger and Commitment Control – journal entries and GL/KK reporting  
Order to Cash Refresher – Revenue recordation and end of month processing  
Order to Cash Two-Day Comprehensive – Full review of OTC manual for new staff that have not previously received this training whether onsite or in this class.  
Procure to Pay – requisitions, purchase orders, vouchers  
Purchasing Card (Pcard) – monthly reconciliation process  
Supervisory – Worklist review and management and some reporting  
Travel Policy – Review the form, policy and entry into GEARS.

Please be sure to review the training documentation carefully to ensure your [registration](#) is completed accurately and in full. We encourage you to register as soon as possible.

Thank you,  
Tammy

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