



GEARS

General Enterprise And Resource Support

TRAINING SCHEDULE

Spring 2018

Class:	General Ledger and Commitment Control	Order to Cash Two-Day Comprehensive Training	Order to Cash Refresher	Procure to Pay (DC)	Procure to Pay	Purchasing Card (Pcard)	Supervisory	Travel Policy Review
Audience:	Any Non-District Court	All Courts	All Courts	District Court Only	Any Non-District Court	Users who hold a pcard or reconcile the statement monthly.	(Any Non-District Court - workflow approvers)	All
Time:	8:30 – 4:00	8:30 – 4:00	8:30 – 1:00	9:00 – 1:00	8:30 – 4:00	8:30 – 12:00	1:00 – 4:30	8:30 – 12:00
Date(s):	Monday, March 26	Wednesday and Thursday, March 28 and 29	Thursday, March 22	Wednesday, March 21	Monday, March 19	Tuesday, March 27	Monday, April 2	Monday, April 2