



GEARS

General Enterprise And Resource Support

TRAINING SCHEDULE

Fall 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, November 5	Wednesday and Thursday, November 7 and November 8	Friday, November 9	Thursday, November 1	Wednesday, October 31	Thursday, November 15	Friday, November 16	Friday, November 16