University of North Carolina Wilmington
Finance Training Courses
For
Management/Faculty

The Finance training courses listed below are designed specifically for individuals that need a broad understanding of the finance processes and procedures at UNC Wilmington. The course tracks are comprehensive by area of responsibility and sessions are shown in the order in which they should be completed.

If you…	Register for …	Course #
Need to know about the Finance departments within Business Affairs	-Finance Orientation	FIN101
Need to understand your budget and view budget data in Banner	-Banner Navigation -Finance Orientation -Intro to Budgets	BAN101 FIN101 BGT101
Need to understand how the university receives and distributes new funding	-Understanding the UNCW Budget System -The Money Flow	BGT202 BGT305
Need to learn about departmental procurement, including P-Card, and fixed asset responsibilities	-P-Card for Budget Authorities -Fixed Assets/Equipment Tracking -Purchasing Policies for Mgmt	PUR204 PUR302 PUR401
Need to learn about procurement contracts	-Independent Contractor Procedures	PUR301
Need to understand how transactions affect your funds and view transaction data in Banner	-Banner Navigation -Finance Orientation -Intro to Accounting -Managing Funds	BAN101 FIN101 ACT101 BAN202
Need to understand the UNCW travel process	-Finance Orientation -Intro to UNCW Travel	FIN101 ACT103
Need to understand petty cash, receipting and/or deposit responsibilities	-Finance Orientation -Petty Cash Requests and/or - Deposit Transmittals	FIN101 RCT101 RCT201
Need to understand how to administer your Contract & Grant	-Managing Your Contract & Grant Funds	CGT301
Need additional one-on-one help with a Finance topic	Contact the Finance Training Coordinator to schedule	FIN103
Need a Finance representative(s) at a staff meeting to discuss a specific Finance topic	Contact the Finance Training Coordinator to discuss topics and scheduling	FIN104