RECOMMENDED ROLE	GENERAL LEDGER BASED TRAINING (recommended)	Rev. 04 June 2025
Admin. Support Staff / Administrators	Cost Center Process, Annual Monthly Financial Reconciliation, Reconciliation Reports, IDT, COR, AR/BI (if applicable)	
Financial Managers / Administrators	Reconciliation Reports, IDT, COR, AR/BI (if applicable)	
CC/Project Reconcilers	REQUIRED: Annual Monthly Financial Reconciliation (Long Session for Initial Training / KNOWBE4 for subsequent training) OPTIONAL: SAHARA for RECONCILERS, Reconciliation Reports, AR/BI (if applicable), IDT, COR (if applicable)	
CC/Project Managers	REQUIRED: Annual Monthly Financial Reconciliation for Manager (KNOWBE4) / OPTIONAL: SAHARA for MANAGERS	

Training Module	Session Name	Description
AR/BI Invoice	Accounts Receivable / Billing – Invoicing	To create bills and generate invoices to outside entities for payment of services provided by the UTRGV based Department. This training is for **NON-SPONSORED COST CENTERS ONLY**
Cost Center Process	Cost Center Process	To create or modify existing Cost Centers (such as modifying team members or description. This training is for **NON-SPONSORED COST CENTERS ONLY**
Interdepartmental Transfer (IDT)	Interdepartmental Transfers	Initiating Interdepartmental Transfers with focus on Cost Centers also included Grant Project, Plant Project & Restricted Cost Centers
NON-AP related Correction (COR)	Non-AP related Corrections	Initiating NON-AP related corrections as they apply to changes made in transactions originating from within GENERAL LEDGER (ONLY)
Monthly Financial Reconciliation for Managers	KNOWBE4: Monthly Financial Reconciliation for Managers	Annual based Training for Cost Center and/or Project Managers on their role as CC/Project Managers on the KnowBe4 platform
Monthly Financial Reconciliation for Reconcilers (1st FY assigned)	Monthly Financial Reconciliation for Reconcilers – Long Form	Annual based Training for Cost Center and/or Project Reconcilers emphasizing the Reconciliation Process, Reports available.
Monthly Financial Reconciliation for Reconcilers (2nd FY assigned & beyond)	KNOWBE4: Monthly Financial Reconciliation for Reconcilers	Annual based Training for Cost Center and/or Project Reconcilers on the KnowBe4 platform.
Reconciliation Reports	Reports to assist with Monthly Financial Reconciliation	Accessing, Navigating, Configuring, and Using the various Reports in Production and Reporting Environments to assist in Monthly Reconciliation
SAHARA for MANAGERS	SAHARA for MANAGERS	Navigating and Using the SAHARA application MANAGER access with emphasis on Monthly Approval & Annual Certification
SAHARA for RECONCILERS & INQUIRY	SAHARA for RECONCILERS & INQUIRY	Navigating and Using the SAHARA application with RECONCILER & INQUIRY ONLY access with emphasis on Monthly Reconciliation.