

CFS Training

<u>Course</u>	<u>Session</u>	<u>Course Name</u>	<u>Date</u>	<u>Time</u>	<u>Trainer</u>
000051	0081	CFS Creating Requisitions	05/08	1:30 - 4:30	Paula
000174	0077	CFS Inquiry	05/10	1:30 - 4:30	Paula

CFS Creating Requisitions

Creating Requisitions will cover entering preferences, creating a “regular” requisition, creating a “blanket” requisition, and submitting the requisitions to the approval process. Modifying, canceling, and deleting a requisition are also covered.

CFS Inquiry

The Inquiry class includes 3 main topics: Web Financials, CFS Inquiry, and Invoice Approval. Web Financials covers viewing your budget and tracking your budget transactions. CFS Inquiry covers viewing requisitions, purchase orders, invoices, and payments. Invoice Approval covers viewing and approving an invoice, and addressing invoice issues.

Seats fill quickly - Register today!

Click [Here](#) for Self-Enrollment Instructions

Click [Here](#) for Self-Cancellation Instructions



Training sessions are held at the
District Support Services Center
Technology Training Center (Room 300)
2411 W 14th Street, Tempe, AZ 85281
480-731-8287



Please feel free to contact us!

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Please Note: Due to our responsibilities on the new Google Mail & Calendar project, our regular technology training schedule is extremely limited.

