

## ADVANTAGE FINANCIAL SYSTEM (AFS) TRAINING REFERENCE CHART

| Take these courses<br>If you . . . .   | Prerequisite CBT's<br>Introduction/<br>Navigation and<br>Document Processing | Intro/Chart of Accounts (ILT) | Budget Control (CBT and ILT <sup>1</sup> ) | General Accounting (CBT and ILT <sup>1</sup> ) | Payment Processing (CBT and ILT <sup>1</sup> ) | Revenue (CBT and ILT <sup>1</sup> ) | Grants (CBT and Self Study <sup>1</sup> ) | Special Payment Processes (Self Study) |
|--|--|-------------------------------|--|--|--|-------------------------------------|---|--|
| Need navigation skills, information about Tables, Ledgers and Documents. Basic knowledge of financial structure. | X  | X                             |  |  |  |                                     |   |  |
| Set-up financial structure for accounting activities. Prepare or Approve Budget documents (AP, RB, EB).          | X  | X                             | X  |  |  |                                     |   |  |
| Prepare or Approve Warrant Vouchers (WV) or Journal Vouchers (J1, J2, J3, J6).                                   | X  | X                             |  | X  |  |                                     |   |  |
| Prepare or Approve Payment documents (P1, PV, PVQ, PO, J4, J6, II).  | X  | X                             |  |  | X  |                                     |   |  |
| Perform Rollover of Encumbrances, Back-up Withholding, Lien and Levy and 1099 Reporting.                         | X  | X                             |  |  |  |                                     |   | X                                      |
| Deposit, Classify, or Approve Revenue (C1, CR, CRQ, J6).   | X  | X                             |  |  |  | X                                   |   |  |
| Record, Monitor or Approve Federal Grants (FM, FX).  | X  | X                             |  |  |  |                                     | X   |  |

**Notes:** See course catalog in LEO for class duration and topics covered. Certain courses have prerequisites.

The particular course(s) requested should be based on the financial system related job duties performed.

<sup>1</sup> **Student must complete CBT course before the corresponding ILT or Self Study.**