

Using the FTA Training Catalog 1.0 Supplemental Job Aid

Date: 08/21/2015

Target Audience: FI\$Cal Training Academy (FTA) Learners

Purpose: The purpose of the Using the FTA Training Catalog Job Aid is to show Learners how to use the FTA catalog functions, including useful tips.

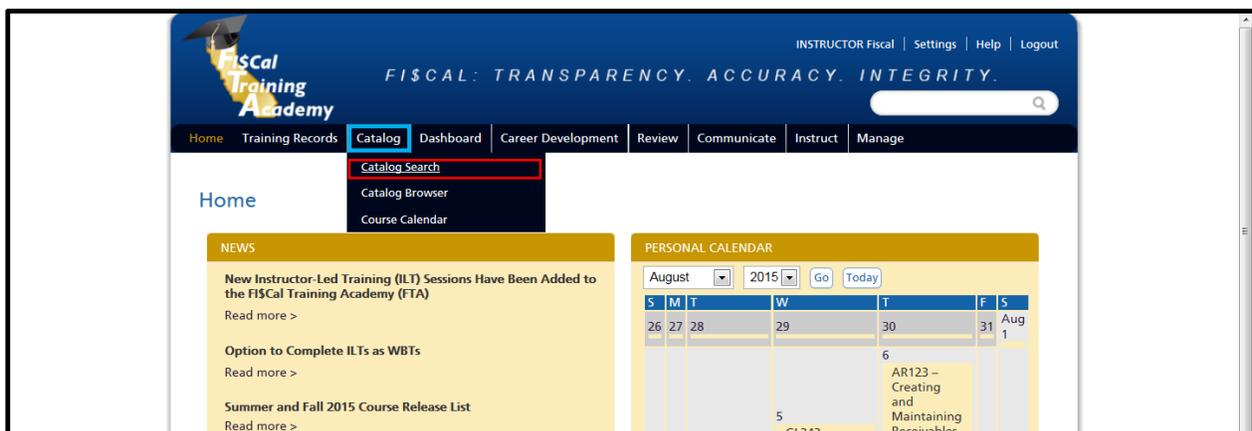
The FTA Training Catalog allows all FTA Learners access to courses outside of their required Learning Path. It is recommended that Learners who are not required to take a particular course(s) take the Web-Based Training (WBT) version, however Learners may still enroll in Instructor-Led Training (ILT) courses. The Catalog performs four (4) main functions:

1. Search for Web-Based training (WBT) and Instructor-Led Training (ILT) curriculum
2. Browse the entire curriculum
3. Search for Instructor-Led Training Sessions
4. Enroll in both WBT and ILT Classroom Sessions

Using the FTA Training Catalog Job Aid:

Catalog Search

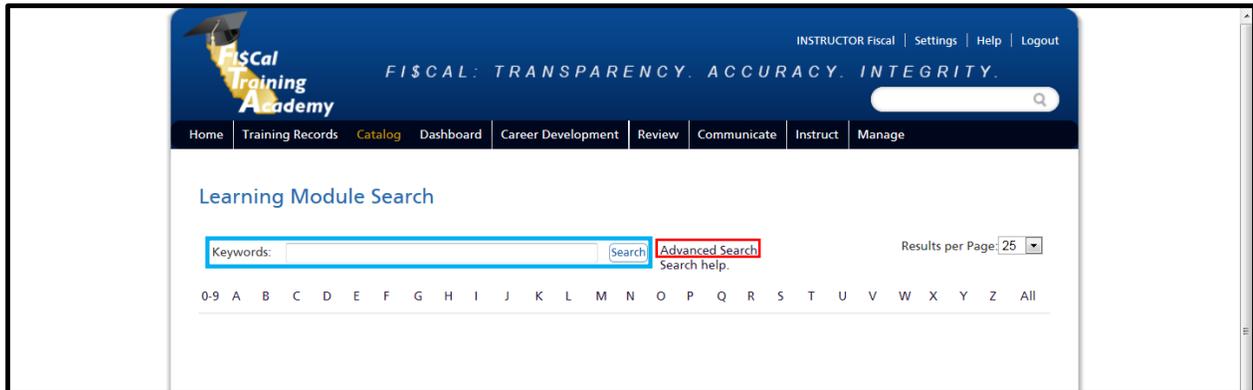
Step 1: After logging in to the FTA, hover the cursor over the **Catalog** tab. A menu will appear with three option. Select the **Catalog Search**.



The Learning Modules Search page will appear. This page is used to perform either a simple search by entering the search criteria in the keyword field or for more options, select the **Advanced Search** link.

*Hint: Use the Advanced Search to search for courses scheduled within a specified date range.

Step 2: Select the **Advanced Search** link.



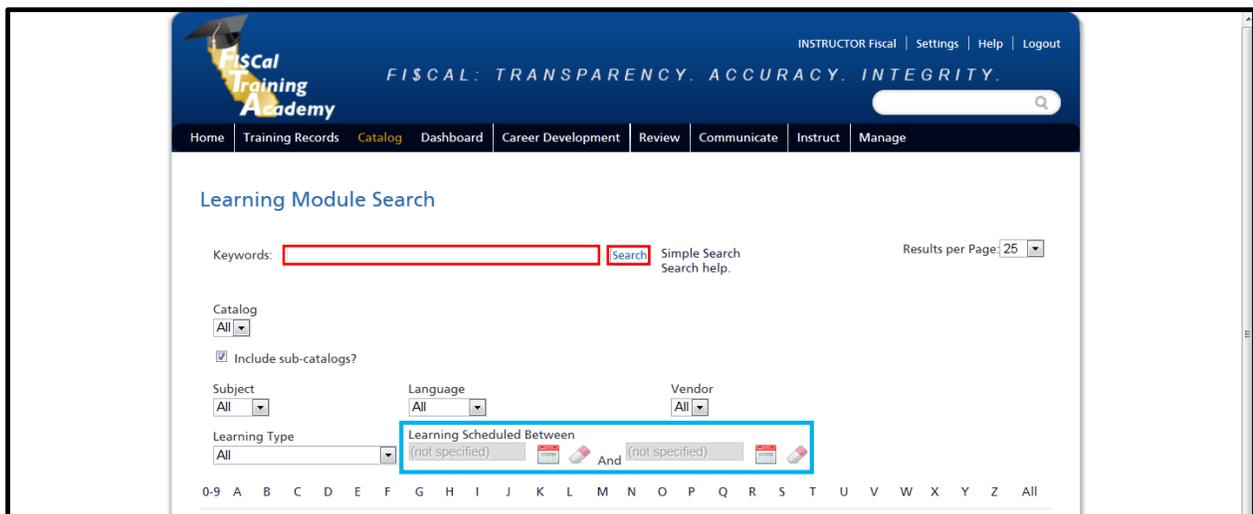
On the Advanced Search page (below), most dropdown menus will not be used although the **Catalog** dropdown menu can help to narrow the search.

Step 3: Enter search criteria into the **Keyword** field. Narrow the search by entering a date range into the date fields. Select the **Search** button.

- 1) All courses containing the keyword (grants) in the course title;
- 2) Any course containing the keyword (grants) in the course descriptions

Note: Search results will be more specific if only one keyword is entered. If more than one keyword is entered the results will include all instances of either word in the course title or description.

The alphabetical and numerical search will search for any course containing the selected letter or number in the first character position of the course title. This search methodology has limited applications and the keywords search is the recommended method.



Step 4: Search results will appear. Select the course title.

AMPANIA Anthony | Settings | Help | Logout
FI\$Cal Training Academy
 FISCAL: TRANSPARENCY. ACCURACY. INTEGRITY.
 Home | Training Records | **Catalog** | Dashboard | Career Development | Review | Communicate | Instruct | Manage

Learning Module Search

Keywords: Search Simple Search Search help. Results per Page: 25

Catalog: All

Include sub-catalogs?

Subject: All Language: All Vendor: All

Learning Type: All Learning Scheduled Between: (not specified) And (not specified)

0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Showing: 1 - 4 of 4

GM112 - Managing Grants W2
 Learning Type: Online
 In catalog(s): FISCAL/Accounting

Step 5: Read the Course Description. To enroll, select the **Enroll** button.

GM112 - Managing Grants W2 (Rev. 1)

The GM112 - Managing Grants course is designed as a WBT course focusing on managing grants. The GM112 - Managing Grants course will give learners the tools necessary to perform online and offline grants management. The GM112 - Managing Grants in course is intended to be process oriented and provide course learners with hands-on, simulation based training for managing grants. GM112 - Managing Grants is broken into eight lessons:
 Lesson 1: Creating a Proposal
 Lesson 2: Updating Awards, Contracts, Projects
 Lesson 3: Creating Awards from Contracts
 Lesson 4: Additional Funding or Corrections
 Lesson 5: Creating Prepaid Lines
 Lesson 6: Billing and Revenue
 Lesson 7: Closeouts, Extensions, and Reports
 Lesson 8: Next Steps

Learning Type: Online
 Subject: Fiscal
 Language: English
 Duration: 4 Hours

Any Certification Exam: No
 Who Should Take This: Grants Management User

Objectives: Upon completion of the course, learners are able to:
 Create a Grant
 Edit a Grant
 Relate a Project to a Grant
 Grant Pre-Award Processing
 Reporting within Grants Management
 The table below shows how each training method will meet the course objectives.
 Table 47: GM112 - Meeting Course Objectives

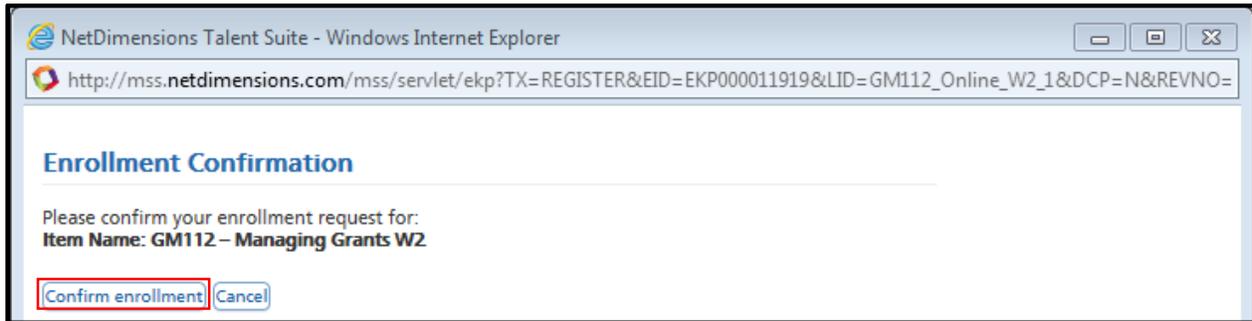
More Information:
 Support Contact:

Reference Resources: GM112 Course Overview Presentation (Overview_G112_v2.1.0.pptx)
 GM112 Course Training Guide (Course_Training_Guide_GM112_v2.1.0.doc)

Session(s): GM112 - Managing Grants W2 Seats: Unlimited

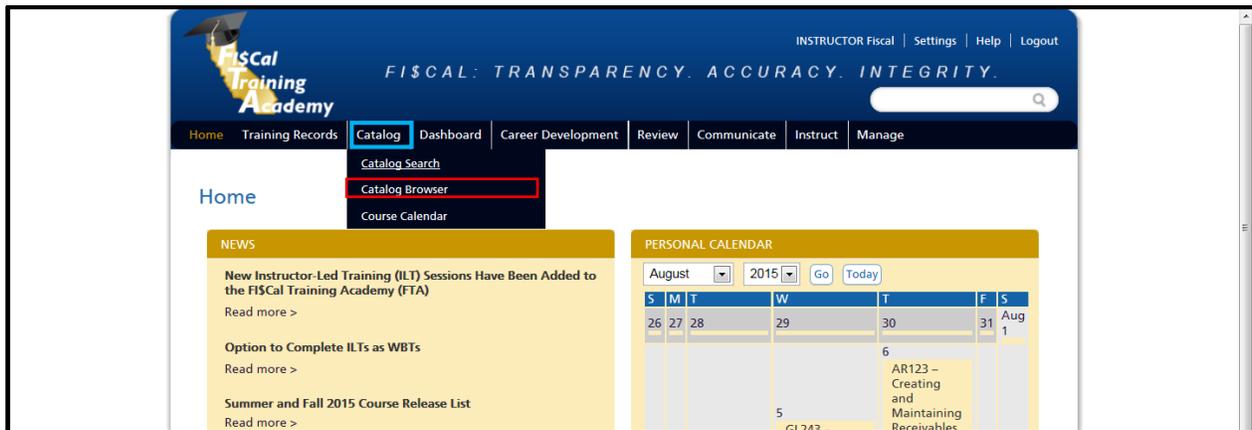
Enroll

Step 6: Select the **Confirm Enrollment** button.

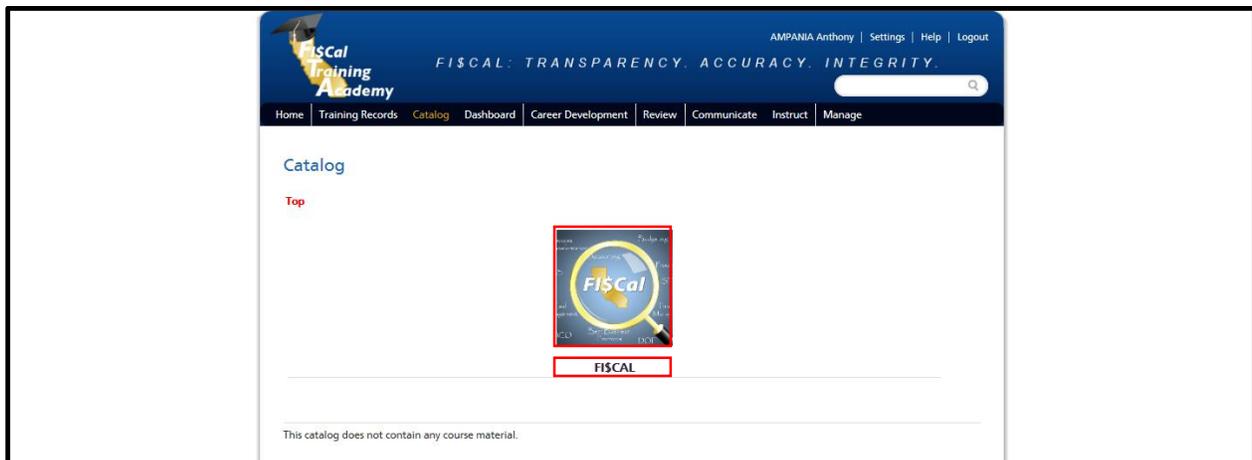


Catalog Browser

Step 1: After logging in to the FTA, hover the cursor over the **Catalog** tab. A menu will appear with three options. Select **Catalog Browser**.

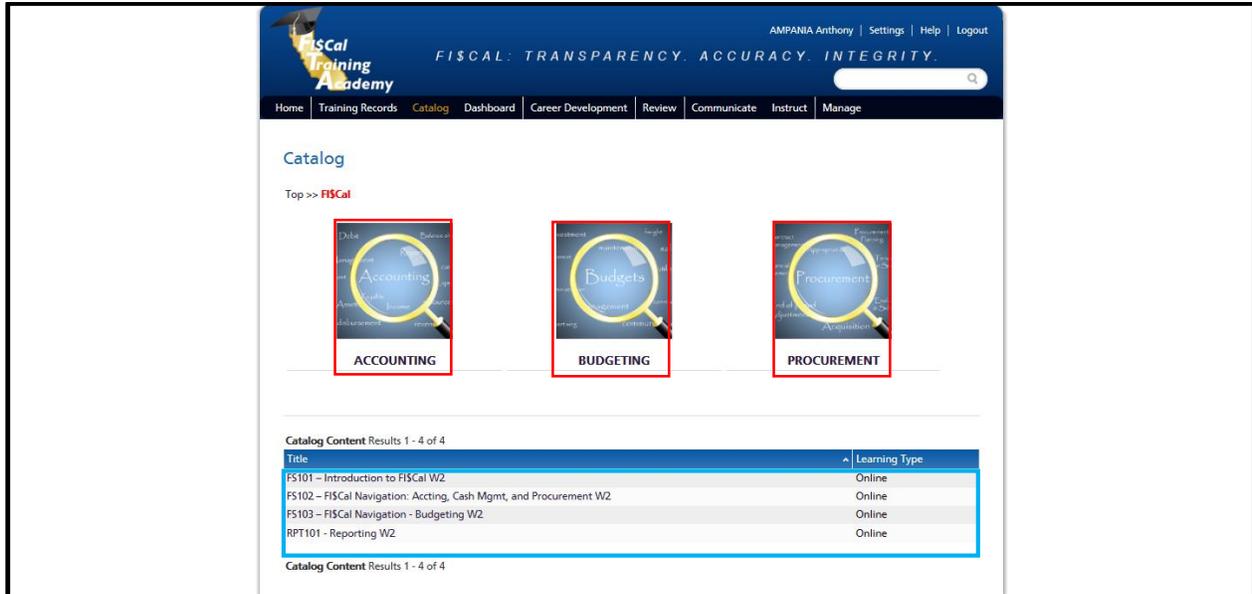


Step 2: Select the **FI\$Cal** logo or the link below it.



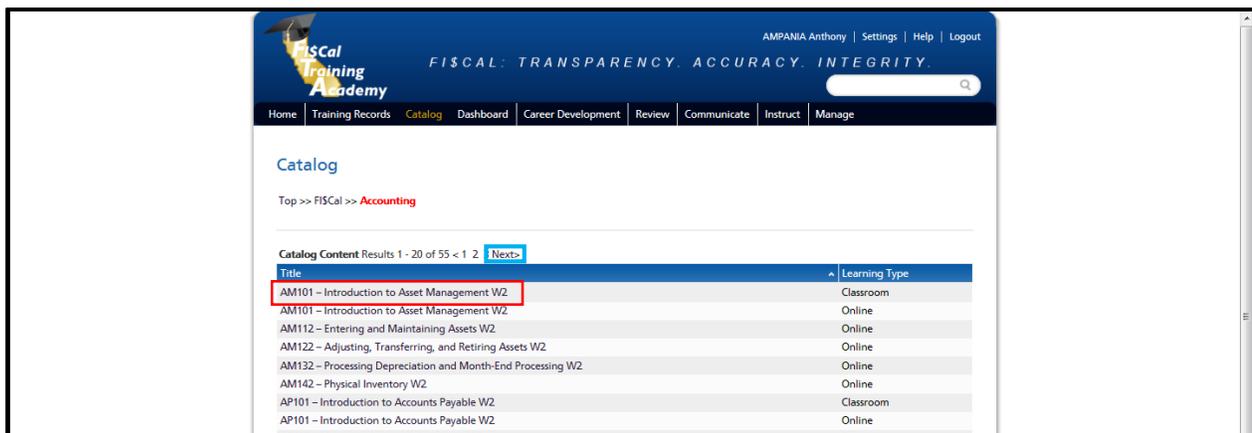
Links for **Accounting**, **Budgeting**, and **Procurement** categories are displayed.

Step 3: Choose the appropriate category and Select its link. (For FS101 or 102, select the appropriate link below the three categories)



Step 4: After selecting a category, locate and select the appropriate course title.

*Hint: If the desired course is not shown, select the **Next** link above the search results.

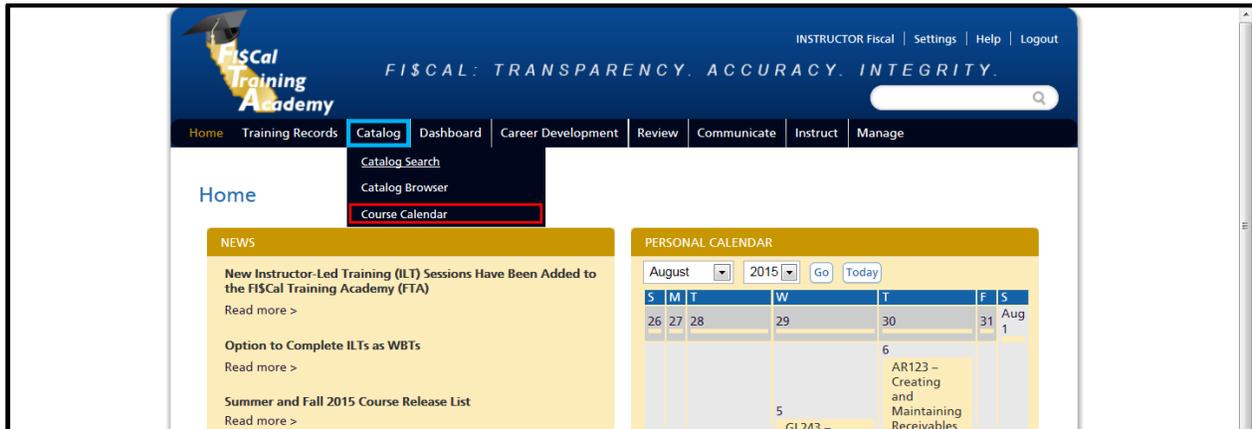


Step 5: Select the **Enroll** link then confirm enrollment (See steps 5 and 6 on pages 3 and 4 above)

Course Calendar

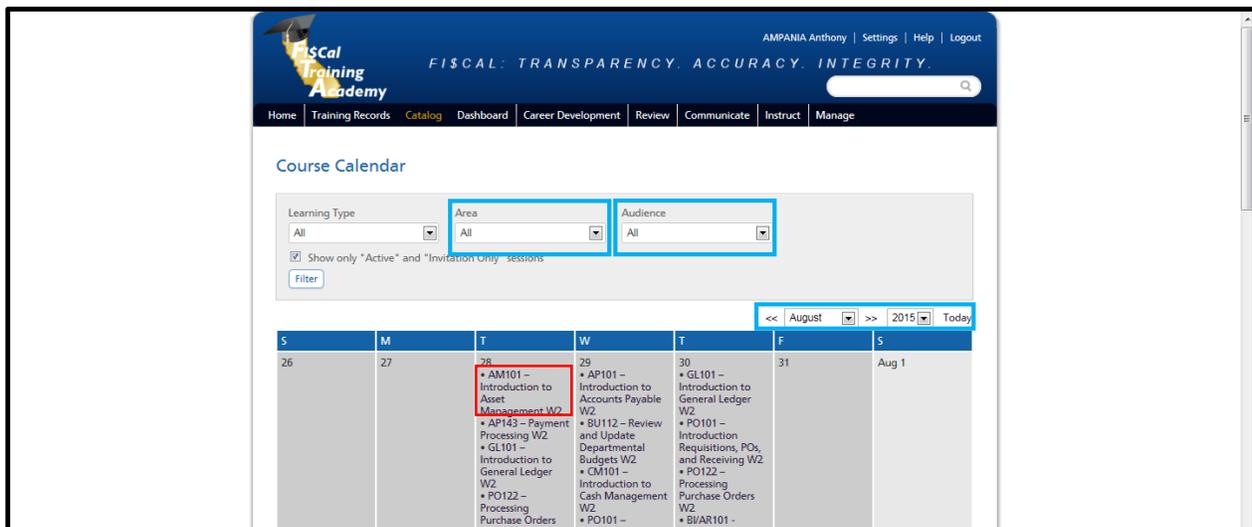
This will assist FTA users in viewing classroom Instructor Lead Training (ILT) courses available in the four available areas or training hubs (Bay Area - Hub 2; Central CA - Hub 3; Sacramento - Hub 1; Southern CA - Hub 4). When using the Course Calendar Search it is recommended that "All" be selected for the Learning Type. Course titles will display on the day offered during the selected month and year. Selecting on the course title will display a window containing a detailed course description; the date, time and location of the course; seats available; and allow the user to enroll in the course by Selecting on the enroll button below the session listing.

Step 1: After logging in to the FTA, hover the cursor over the **Catalog** tab. A menu will appear with three options. Select **Course Calendar**.

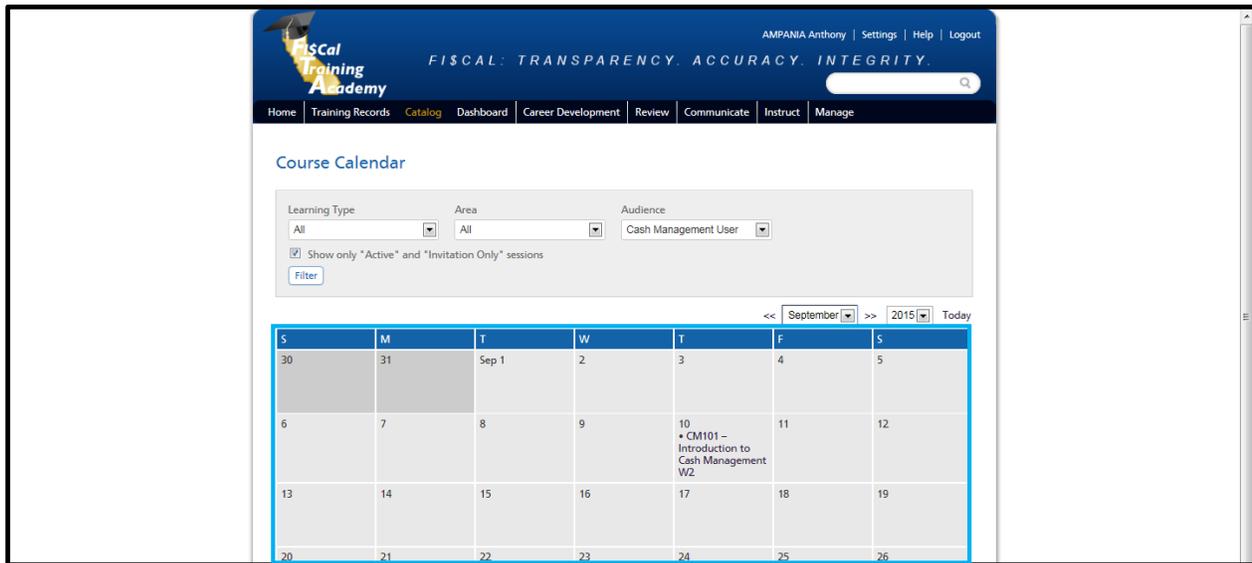


A calendar is displayed. Narrow results by area, audience, and date using the appropriate dropdown menus (shown below).

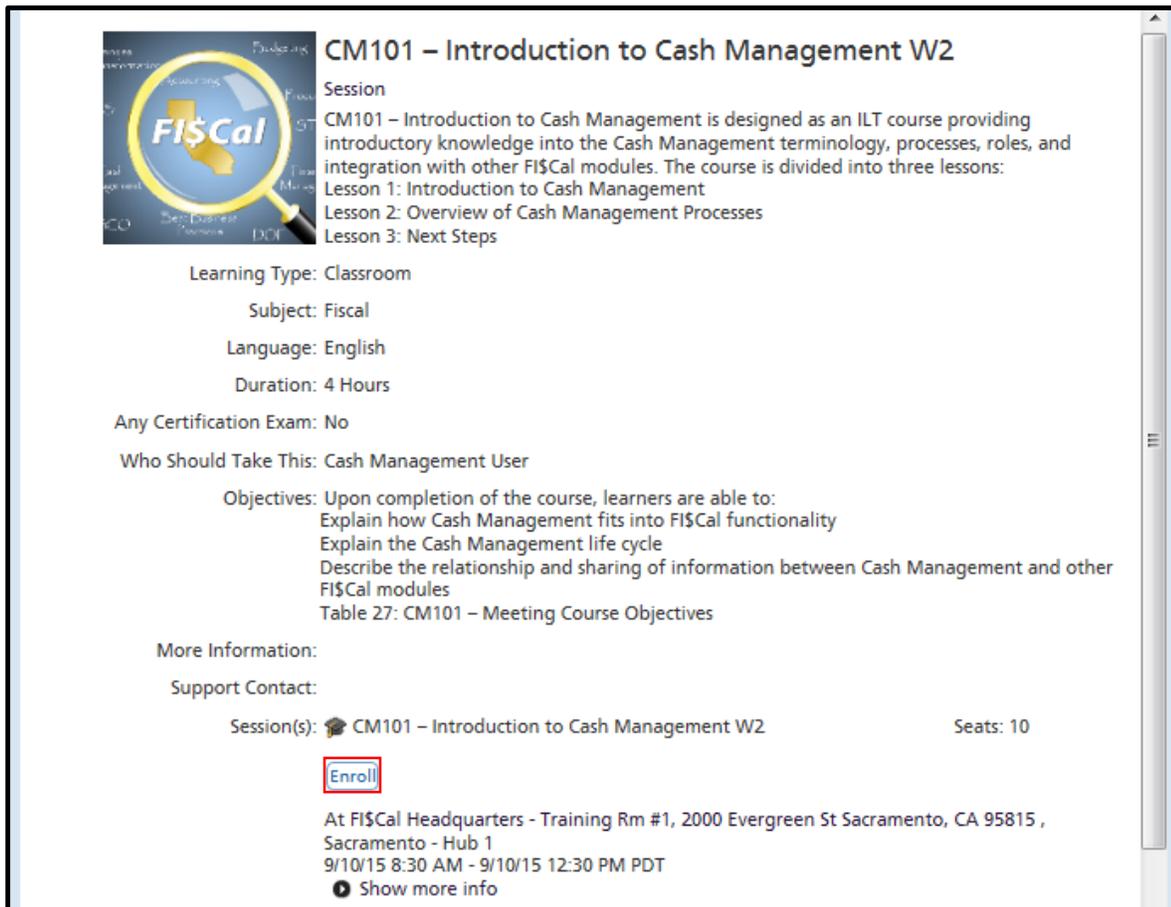
Step 2: After locating the appropriate course and day, Select the course title.



*By selecting **Cash Management User** from the **Audience** menu, results have been narrowed.



Step 3: Select the **Enroll** link then confirm enrollment. (See steps 5 and 6 on pages 3 and 4 above)



CM101 – Introduction to Cash Management W2

Session

CM101 – Introduction to Cash Management is designed as an ILT course providing introductory knowledge into the Cash Management terminology, processes, roles, and integration with other FI\$Cal modules. The course is divided into three lessons:
 Lesson 1: Introduction to Cash Management
 Lesson 2: Overview of Cash Management Processes
 Lesson 3: Next Steps

Learning Type: Classroom
 Subject: Fiscal
 Language: English
 Duration: 4 Hours

Any Certification Exam: No

Who Should Take This: Cash Management User

Objectives: Upon completion of the course, learners are able to:
 Explain how Cash Management fits into FI\$Cal functionality
 Explain the Cash Management life cycle
 Describe the relationship and sharing of information between Cash Management and other FI\$Cal modules
 Table 27: CM101 – Meeting Course Objectives

More Information:
 Support Contact:

Session(s):  CM101 – Introduction to Cash Management W2 Seats: 10

[Enroll](#)

At FI\$Cal Headquarters - Training Rm #1, 2000 Evergreen St Sacramento, CA 95815 ,
 Sacramento - Hub 1
 9/10/15 8:30 AM - 9/10/15 12:30 PM PDT
 Show more info