





FRS Workshops

Financial Records Systems (FRS) Training Workshops

Monthly training sessions on the use of the Financial Records System (FRS) are being offered by the Finance Division. The Training is intended for staff and/or faculty who have direct or indirect responsibilities for processing, reporting, or overseeing financial transactions at UTD. As a two-part course, each part is offered every other month.

	Online Version	Printable Version
FRS Training - Level 1		
FRS Training - Level 2		

FRS Training - Level 1

A 2 hour workshop designed to help attendees:

- Obtain a basic understanding of UTD's accounting structure
- Learn how to navigate and read the online basic inquiry screens (screens 018, 019, 023)
- Understand the basic of FRS security
- Know how to access and view reports on the internet via e-Print

A more detailed outline of this presentation is available here: 

FRS Training - Level 2

A 2 hour workshop designed to help attendees:

- Obtain advanced understanding of UTD's accounting structure
- Learn how to analyze financial information using the basic inquiry screens and the manager screens
- Understand how to prepare and document Interdepartmental Transfer forms (IDTs)
- Prepare and Process Automated Journal Entries (AutoJEs)

This workshop assumes that the attendees are familiar with FRS basic inquiry screens. We encourage attendees who have never been to an FRS training workshop to attend FRS Training - Level 1 before FRS Training - Level 2.

A more detailed outline of this presentation is available here: 

Location

These workshops are given in a computer training room. In order to get the most value out of the presentations, we recommend that you bring your FRS account user name and password. This will allow you to follow the instructor by logging into your own set of data. Please click on the following link for the time and place of the next class.

http://www.utdallas.edu/utdgeneral/business/hr/ED/Training_Calendar.htm

Please call extension 2602 or email [Sharon Caffery](#) in The Office of Finance for more information or to reserve a seat at the next available workshop.



Finance Division: (972) 883-2602

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