

Training Materials

This page contains various NWOCA educational materials to accompany training sessions held by our Fiscal team.

USAS		
Name of Session	Materials	Date
Budgeting	Budgeting Presentation Budgeting Recording Budgeting Checklist	06 Apr 2022
Disbursements	Disbursement Video	
Grids & Navigation	Grids & Navigation Video	
Purchase Orders	Purchase Order Video	
Requisitions	Requisitions Video	
Report Sorting	Dynamic Sort Video	
Expenditure Process	Expenditure Process Video	
Reports Training	<ul style="list-style-type: none"> • Report Overview Video • As of Period - Reports • Grid Reporting - Reports • Query Options/Account Filters - Reports • Save/Recall - Reports • Sort Options - Reports • Report Bundles - Reports 	
Receipts and Refunds	Receipt & Refund Video	
Receipts, Refunds & Transfer/Advance	Receipts, Refunds & TransfersAdvances	09 Sep 2021
Pending Transactions	Pending Transactions	

USPS		
Name of Session	Materials	Date
Payroll EMIS Training	<ul style="list-style-type: none"> • EMIS Training Video • EMIS Payroll Checklist 	22 Apr 2022
New Contract Training	New Contract Video New Contract Checklist	06 May 2022
Wave 9 Payroll Process Training	<ul style="list-style-type: none"> • Wave 9 Payroll Overview Video • Wave 9 Payroll Process Training Video • Payroll Follow Up Processing Training Video 	07 Jan 2022 14 Jan 2022 21 Jan 2022

Inventory
Introductory Video

Touch base Recording:	
03 Mar 2021	NWOCA Redesign Touch Base-20210303.mp4