

Recommended And Required Training By Role

	Workday Training											
Role	Overview WBT	FDM WBT	Managing Transactions WBT	Reporting WBT	Expenses WBT	Expenses Preparers WBT	Procurement WBT	Assets WBT	Financial Accounting ILT	Grants WBT	Supplier Invoice Request Video	PCARD Video + Assessment
Employee As Self	E	E	E	E	RC		E				E	
Property Coordinator	E	E	E	E			RC	RC				
Cost Center Manager	E	RC	RC	E	E		RC	E		E	E	E
Driver Worktag Manager (i.e. Grants Manager)	E	RC	RC	E	E		RC	E		E	E	E
Expense Preparer	E	RC		RC	RC	RC						
Accountant	E	RQ		RC					RQ			
PCard Cost Center Manager, PCard Holder	E	RC	RC	E								RQ
RQ Reviewer	E	RC	E	E			RC	E				

Key	E	RC	RQ
	Elective	Strongly Recommended	Required