

# DASA Finance Training and Workshops Schedule: FY23/24

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Trainings and Workshops are open to all DASA Staff. To register, log into "[Reporter](#)" and search the keyword "DASA-FIN". Most trainings are 1.5 hours each and are an excellent way to either learn new or refresh knowledge on a topic.

We recommend taking the following training in sequence:

1. DASA Finance 101 (August or February)
2. Wolfpack Reporting System Overview (September or March)
3. Monthly Financial Reconciliation (October or April)

## [DASA Business Training Series](#)

This training series is designed for any staff member with business support responsibilities within the division. The certificate tracks the completion of DASA Finance training to keep you on track with our recommended coursework to increase, or refresh, your knowledge of business practices across the university and our division.

## [DASA Finance 101](#)

For all DASA employees, especially those new to DASA. This workshop is an overview of all things financial and will include a brief look at purchasing, spending guidelines, contract review, purchase cards, and more.

August 15, 2023, 10:00 AM - 11:30 AM  
February 21, 2024, 10:00 AM - 11:30 AM

## [Wolfpack Reporting System Overview](#)

This course will cover how to utilize Wolfpack Reporting System (WRS) to run reports to view daily account status, transaction information, budget balances, cash balances, and more.

September 13, 2023, 10:00 AM - 11:30 AM  
March 7, 2024, 10:00 AM - 11:30 AM

## [Monthly Financial Reconciliation Training](#)

For all DASA employees who are reconcilers or persons responsible for the monthly financial reconciliation process.

October 11, 2023, 10:00 AM - 11:30 AM  
April 10, 2024, 10:00 AM - 11:30 AM

## [Student Payroll](#)

For all DASA employees who hire and supervise student workers. The hiring process is reviewed as well as approving time. The class is offered several times during the summer in preparation for the fall student hiring.

July 26, 2023, 10:00 AM - 11:30 AM  
November 8, 2023, 10:00 AM - 11:30 AM

## [Travel Training](#)

For all DASA employees who travel. You will learn how to complete a Travel Authorization and Travel Reimbursement and what the Finance Office looks for when reviewing.

August 9, 2023, 10:00 AM - 11:30 AM  
October 18, 2023, 10:00 AM - 11:30 AM  
February 21, 2024, 10:00 AM - 11:30 AM

## [Travel: How to Enter a Travel Authorization](#)

A quick 10-minute video on how to get started with travel.