

## Training Path Based on BUworks Business Roles

Based on your BUworks business role(s), use the grid below to determine which instructor-led training sessions are recommended for you and which are optional

[Click here to view a description of the functional capabilities associated with the roles below](#)

<b>R</b>	Training is strongly recommended
<b>O</b>	Training is optional; worth consideration

Functional Area	Workshop (click to view course description and/or to register)	Finance Roles								Shopping / Approving Roles		Human Capital Management Roles		
		Department Approver	Department Submitter	Department Submitter (Display only)	Cashier Submitter	Journal Voucher Upload	Internal Service Requester	Internal Service Provider	Department Grant Administrator	Shopper	Approver	Manager	Payroll Coordinator	Time Keeper
Finance	<a href="#">WebGUI</a>	R	R	R		R	R	R	R			O	O	
	<a href="#">Journal Entry</a>	R	R											
	<a href="#">ISR Requester</a>	R	R	O			R	R	O					
	<a href="#">Funds Reservation</a>	R	O	O			R	R	R			O		
	<a href="#">Cashier Upload<sup>3</sup></a>		R			R								
BW Reporting (Intro-level)	<a href="#">Funds Management Reporting</a>	R	R	R			R	R	O	O	O			
	<a href="#">Grants Management Reporting for Administrators</a>								R					
	<a href="#">Ariba Guided BUying Reporting</a>	O	O	O			O	O	O	R	R	O		
	<a href="#">Payroll Reporting</a>								O			O	R	
	<a href="#">Introduction to Shopping Carts</a>	O	O								R	O		

**Acronyms**  
 ISR = Internal Service Request  
 FM = Funds Management  
 GM = Grants Management