### Estimated Timeline for Completion:

<table>
<thead>
<tr>
<th>Course Area</th>
<th>2 - 6 months</th>
<th>2 - 6 months</th>
<th>2 - 6 months</th>
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</thead>
<tbody>
<tr>
<td><strong>Fin Sys. Specialist (Basic)</strong></td>
<td>DUHS</td>
<td>DUHS</td>
<td>DUHS</td>
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<tr>
<td><strong>Certified Payroll Specialist</strong></td>
<td>DUHS</td>
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<td><strong>Procure to Pay Specialist</strong></td>
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<td><strong>Class Length</strong></td>
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### PREREQUISITES

Courses must be completed prior to program enrollment:

- Intro to SAP (online) ✓ ✓ ✓ ✓ ✓ ✓ 2.5 hrs
- Windows ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
- Excel (beg, int) ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

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### CURRICULUM

#### Enrollment/Intro sessions

- Financial Systems Specialist enrollment course ✓ ✓ ✓ ✓ ✓ ✓ ✓
- Payroll Specialist enrollment course ✓ ✓ ✓ ✓ ✓ ✓
- Procure to Pay Specialist enrollment course ✓ ✓ ✓ ✓ ✓ ✓

#### Basic

- Intro to Duke Accounting and Business Processes ✓ ✓ ✓ ✓ ✓ ✓ ✓ 3 hrs
- Intro to Duke G/L Accounts ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 2.5 hrs

#### Reporting/Analysis

- SAP University Reporting: Sponsored Projects ✓ 4 hrs
- SAP - Non-Restricted Reporting ✓ 4 hrs
- Hospital and HS Reporting ✓ 4 hrs
- Reconciliation and Documents ✓ ✓ 4 hrs
- Requisition Processing ✓ ✓ ✓ 4 hrs

#### Journal entries

- SAP Journal Entry (with journal entry documentation) ✓ ✓ 2.5 hrs

#### Payroll

- iForms ✓ ✓ 2 hrs
- Payroll Overview (New Dept reps) ✓ ✓ 5 hrs
- Report Xpress (HS, Univ where applicable) ✓ ✓ 2 hrs
- Gross Adjustments ✓ ✓ 1 hr

#### Payroll Electives (2 req for cert)

- Non Comp Payments ◊ 2 hrs
- Payroll and Work Study ◊ 1 hr
- Secondary Positions at Duke ◊ ◊ 1 hr
- Payroll and Leave of Absence ◊ ◊ 1.5 hrs
- Payroll and Transfers ◊ ◊ 1 hr
- Reconciling Payroll Reports ◊ ◊ 1 hr
- Foreign National Payment Process ◊ ◊ 2.5 hrs

#### Procuring/Accounts Payable

- Procuring Goods and Services at Duke ✓ ✓ 2 hrs
- Why Didn’t It Pay? Investigating Problem Invoices ✓ ✓ 1.5 hrs
- AP Check Request ✓ ✓ 1.5 hrs
- Employee vs. Independent Contractor ✓ ✓ 2 hrs
- Issuing Payments to Foreign Nationals & Foreign Comp. ✓ ✓ 2.5 hrs
- Advanced AP Reporting ✓ ✓ 1.5 hrs
- Purchase Orders at Duke ✓ ✓ 2 hrs
- Goods Receipt ✓ ✓ 1.5 hrs

#### Certification Exam (required)

- X X X X X X 3 hrs

#### Continuing Education

- Annual Recertification (Financial Systems Specialist) ✓ ✓ 1.5 hrs
- Payroll Updates (Dept reps) ✓ ✓ 1.5 hrs
- Accounts Payable Updates (Dept reps) ✓ ✓ 1.5 hrs
- Budgeting at Fiscal Year End ✓ ✓ 1.5 hrs

# Classes required for certification (including exam) 8 5 9 (10) 10 11 11

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~ Course required if course topic is part of your current job position

*** Foundational courses; applicable across certification tracks

Computer based training

Classroom training