Classes in LMS for new accounting staff offered by OFM & DES.
Read the class descriptions in LMS.

Class Title

Accounting - General

OFM - General Ledger Review
OFM - GL Reconciliation: Basics
OFM - In-Process Report Training
OFM - Introduction to GAAP in WA State
OFM - Internal Control: Basics

Administering Agencies

OFM - Administering Agencies**

AFRS, Enterprise Reporting, and Web Intelligence

DES - AFRS: Introduction to AFRS and Financial Toolbox
DES - AFRS: Selecting AFRS Transaction Codes - Intro Level
DES - AFRS: Selecting AFRS Transaction Codes Advanced
DES - Enterprise Reporting Financial Reports - Intro/New Users
DES - Enterprise Reporting Financial Reports – New Users (on-line)
DES - Enterprise Reporting Financial Reports - Advanced Users
DES - Enterprise Reporting: Introduction to Web Intelligence
DES - Enterprise Reporting Web Intelligence – Advanced Users
DES - How to use the Capital Asset Management System (CAMS)**

Federal

OFM - Federal Grants Administration**

Fiscal Year-End

OFM - Fiscal Year-End Closing (Federal) - Update
OFM - Fiscal Year-End Closing (State) - Update
OFM - Fiscal Year-End Expenditure & Payables Workshop
OFM - Fiscal Year-End Revenues, Reconciliations, & Phase 2 Adjustments Workshop
OFM - State Disclosure Forms

Payables, Travel, Capital Assets

OFM - Accounting for Capital Assets
OFM - Compliance: Travel Policies
OFM - General Ledger 5111 Reconciliation
OFM - Purchase & Payable Cycle**
DES - IRS 1099-MISC Reporting

Payroll

OFM - Accounting for Payroll
OFM - Payroll Revolving Account Reconciliation
OFM - Health Insurance Reconciliation
OFM - Internal Control: Payroll
DES HRMS Employee Hiring, and Processing (1.5 Days)

Revenue & Receivables

OFM - Accounting for Revenue, Receivables, & Cash Receipts**

****Classes offered on a less frequent basis. Link for waiting list OFMAccounting@ofm.wa.gov**