

Classes in LMS for 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
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OFM - Internal Control: Basics

Administering Agencies

OFM - Administering Agencies**

AFRS, Enterprise Reporting, and Web Intelligence

DES - AFRS: Selecting AFRS Transaction Codes - Intro Level
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DES - AFRS: Selecting AFRS Transaction Codes Advanced

DES - Enterprise Reporting: Introduction to Web Intelligence
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DES - Enterprise Reporting Web Intelligence – Advanced Users
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DES - How to use the Capital Asset Management System (CAMS)**

WA-State - AFRS Basics and Financial Toolbox (online)

WA-State Enterprise Reporting Financial Reports - New User Training (online)
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WA-State Enterprise Reporting - Flexible Reports (online)

Federal

OFM - Federal Grants Administration**

Fiscal Year-End

OFM - Fiscal Year-End Closing (Federal) - Update
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OFM - Fiscal Year-End Closing (State) - Update
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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**
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OFM - Purchase & Payable Cycle**

DES - IRS 1099-MISC Reporting

Payroll

OFM - Accounting for Payroll

OFM - Payroll Revolving Account Reconciliation
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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**
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**Classes offered on a less frequent basis. Link for waiting list OFMAccounting@ofm.wa.gov