

## 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

OFM - Internal Control: Basics

#### **Administering Agencies**

OFM - Administering Agencies\*\*

#### **AFRS, Enterprise Reporting, and Web Intelligence**

DES - AFRS: Selecting AFRS Transaction Codes - Intro Level

DES - AFRS: Selecting AFRS Transaction Codes Advanced

DES - Enterprise Reporting: Introduction to Web Intelligence

DES - Enterprise Reporting Web Intelligence – Advanced Users

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)

WA-State Enterprise Reporting - Flexible Reports (online)

#### **Federal**

OFM - Single Audit Overview

#### **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](mailto:OFMAccounting@ofm.wa.gov)