
New Hampshire Division of Personnel
Bureau of Education and Training

Catalog of NH First Training Opportunities
for State Employees Only

July 2009 – June 2010

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Mission Statement

State of New Hampshire
Division of Personnel
Bureau of Education and Training

Mission



The mission of the Division of Personnel, Bureau of Education and Training, is to provide quality education, training, and resource services to enhance the skills, knowledge, and abilities of government employees who provide services to the citizens of New Hampshire.

Guiding Principles

To meet our mission, the Bureau is committed to continuous improvement through the following principles:

- Providing quality training using skilled and knowledgeable trainers, facilitators, and teachers.
- Providing a variety of training opportunities and techniques to accommodate the individual needs of adult learners.
- Providing training resources and consulting services to government agencies.
- Providing training specified by RSA 21-I: 42.

Training Staff

Pamela Mahan-Weldon, NH First Training Specialist

Requisition and Procurement Training

Requisition Processing

Code: 503
Duration: 2 day
Dates: September 28 & 30, 2009
October 13 & 14, 2009
Time: 9:00 - 4:00
Cost: **No Cost**
Number of participants: 12
Facility: DOT, 7 Hazen Drive
Instructor: Pam Mahan-Weldon

The Procurement Process RQ courses are designed to train Agency personnel on the input and approval of requisitions using the NH FIRST RQ10 form. The NH FIRST RQ10 form will be used by agency personnel to initiate the state purchasing process requiring encumbrances (Unencumbered Field Purchase Orders will not be processed using NH FIRST). The new Requisition Process will also require that the eventual receipt of goods and services be recorded in NH FIRST in order to support the corresponding payment processing. *Any agency staff needing to process requisitions for encumbered purchasing should enroll in this course.*

Requisition Approval

Code: 504
Duration: ½ day
Dates: October 7, 2009
October 27, 2009
Time: 9:00 - 12:00
Cost: **No Cost**
Number of participants: 12
Facility: DOT, 7 Hazen Drive
Instructor: Pam Mahan-Weldon

The Requisition Approval course is designed to train Agency individuals who exercise Power of Attorney (POA) approvals on requisitions generated by their respective Agencies. *Any individual who will approve requisitions in NH FIRST should enroll in this course.*

Receiving Only

Code: 505
Duration: ½ day
Dates: **TBA**
Time: 9:00 - 12:00
Cost: **No Cost**
Number of participants: 12
Facility: DOT, 7 Hazen Drive
Instructor: Pam Mahan-Weldon

The Receiving only course is designed to train Agency personnel on receiving of goods that have been initiated in the requisition process. *Any individual who will only receive goods into their agency and process the receipt of goods in NH FIRST should enroll this course.*

Requisition and Procurement Training (continued)

RQ and Procurement Course Instructional Materials

Procurement – Agency Procurement Course Topics

POR001 – RQ – Agency Requisitions
POR002 – RQ – Agency Requisitions with Multiple Accounts
POR003 – RQ – Agency Requisitions with Multiple Ship To
POR004 – RQ – Agency Requisitions with Multiple Ship Multiple Account w/ Svc
POR005 – RQ – Agency Requisitions Open End 1st Year
POR006 – RQ – Agency Requisition Open End 2nd Year
POR007 – RQ – Agency Requisitions Statewide Contract requiring RQ10
POR008 – RQ – Agency Requisitions Encumbered Contracts
RQA001 – Requisition Approvals
REC001- Purchase Order Receiving
REC002- Receiving Adjustments
REC003 – Inspection Required Item Processing
REC004 – Processing Vendor Returns
REC005 – Resolving Receiving Buyer Messages

Purchase Orders Topics

POP001 – Purchase Orders with Encumbrances
POP002 – Service Purchase Orders with Encumbrances
POP003 – Purchase Orders with Encumbrances PO20

General Ledger Training

General Ledger

Code: 506
Duration: ½ day
Dates: October 9, 2009
Time: 9:00 - 12:00
Cost: **No Cost**
Number of participants: 12
Facility: DOT, 7 Hazen Drive
Instructor: Pam Mahan-Weldon

The General Ledger Processing course is designed to train personnel from Agencies who input and approve GL Journal Entries including Transfers of Accounts/Expenditures and/or Revenue and Journal Vouchers. *GLP courses are geared towards Bureau Accounts Staff versus Agencies.*

GL Course Instructional Materials

GL- Transfers Course Topics

GLT001 – Transfer of Revenue
GLT002 – Transfers of Expenditures
GL – Cheat Sheet

GLP001 – Journal Entries
GLP002 – Running Lawson GL Reports
GLP003 – General Ledger Reconciliation Reports
GLP004 – Adding new GL Accounts to AR

Accounts Payable Training

Account Payable

Code: 510
Duration: 2 day
Dates: September 17 & 21, 2009
October 15 & 16, 2009
Time: 9:00 - 4:00
Cost: **No Cost**
Number of participants: 12
Facility: DOT, 7 Hazen Drive
Instructor: Pam Mahan-Weldon

The Accounts Payable Process course is designed to train Agency personnel on the input and approval of AP Invoices (payments made by Agencies) for goods and services related to encumbered and unencumbered purchasing activities as well as for payments made to other state agencies. *All agencies needing to process payments should enroll in this course.*

Account Payable Approval

Code: 511
Duration: 1 day
Dates: October 5, 2009
October 26, 2009
Time: 9:00 - 4:00
Cost: **No Cost**
Number of participants: 12
Facility: DOT, 7 Hazen Drive
Instructor: Pam Mahan-Weldon

The Accounts Payable Approvals course is designed to train Agency individuals who exercise Power of Attorney (POA) approvals on payments generated by their respective Agencies. *Any individual who will approve payments in NH FIRST should enroll in this course.*

AP and APA Course Instructional Materials

AP - Accounts Payable Processing Course Topics

APP001 – Expense Invoice Entry
APP003 – Encumbered (PO) Invoice Processing- Three –Way Matching
APP004- Encumbered (PO) Invoice Processing - Two-Way Matching
APP005 – Expense Invoice Entry One Time Vendor
APP006 – Split Payment Scheduling for AP Invoices
APP007 – Emergency Checks
APP008 – Hold Codes
APP010 – Separate Checks with Enclosures
APP014 – Credit Memos
APP015 – Resolving AP Invoice Buyer Messages
APP016 – Adding Invoice Comments
APP017 – Accounts Payable Approvals

AP – Maintaining and Reporting Course Topics

APR001 – RQ PO AP Analysis and Research
Additional Information (5)

Accounts Receivable Training

Account Receivable

Code: 507
Duration: 2 day
Dates: October 28 & 30, 2009
Time: 9:00 - 4:00
Cost: **No Cost**
Number of participants: 12
Facility: DOT, 7 Hazen Drive
Instructor: Pam Mahan-Weldon

The Accounts Receivable Process course is designed to train personnel from Agencies using NH FIRST to manage the Agency revenue cycle for services for which Agencies invoice customers/debtors. The Accounts Receivable process is used to post amounts owed to the state and to credit/clear outstanding accounts receivable following the collections cycle. *Agency staff using the NH FIRST AR module in this manner should enroll in this course.*

Account Receivable and Billing

Code: 508
Duration: 2 day
Dates: September 23 & 25, 2009
October 20 & 21, 2009
Time: 9:00 - 4:00
Cost: **No Cost**
Number of participants: 12
Facility: DOT, 7 Hazen Drive
Instructor: Pam Mahan-Weldon

The Accounts Receivable & Billing Process course is designed to train personnel from using NH FIRST to manage the Agency revenue cycle for services for which Agencies invoice customers/debtors and where the Agency plans to use the NH FIRST Billing module to generate invoices to be sent to customers/debtors. *Only Agency staff using the NH FIRST AR functions including the Billing functions should enroll in this course.*

Non Account Receivable Cash Receipts

Code: 509
Duration: ½ day
Dates: October 23, 2009
Time: 9:00 - 12:00
Cost: No Cost
Number of participants: 12
Facility: DOT, 7 Hazen Drive
Instructor: Pam Mahan-Weldon

The NonAR Cash Receipts Process course is designed to train personnel from Agencies that receive cash and checks to use NH FIRST to post receipts matching bank deposits. The NonAR Cash Receipts process will also be used to post revenues received by agencies based on accounts receivable activity or reimbursements related to grant activity in cases where the agency is not scheduled to conduct such business using the NH FIRST AR functions at this time. *Any agencies receiving cash, checks and/or electronic fund transfers (for which no accounts receivable have been posted using NH FIRST AR functions) should have staff enroll in this course.*

AR ARB and NARCR Course Instructional Materials

Accounts Receivable Course Topics

- AR000 – Add a New AR Category
- AR001 – AR Add a New Customer
- AR002- – Microsoft Add Ins Customer List with Existing Customer
- AR003 – AR Invoice Creation Adding Comments and AR Statements
- AR004 – Create Credit and Debit Memo
- AR005 – Intergovernmental Billing and Payment
- AR006 – Create AR Invoice Microsoft Add Ins
- AR007 – Non CMIA Drawdowns in AR
- AR008 – Establishing a Payment Plan
- AR009 – Processing Accounts Receivable AR Cash Receipts
- AR010 – Processing AR Cash Receipts by Invoice Number
- AR011 – Microsoft Add In Create Non AR Cash Receipt
- AR012 – Processing Non AR NSF Checks Final
- AR013 – Processing NSF Checks in AR
- AR014 – Adjusting and Writing Off Customer Transactions
- AR015 – Disputed Items
- AR016 – Performing Analysis and Research on AR Data

Accounts Receivable—Billing (BL Module) Course Topics

- BLB017 – Creating Billing Invoices
- BLB018 – Recurring Invoices
- BLB019 – Establishing a Payment Plan

Cash Book Course Topics

- AR011 – Microsoft Add In Create Non AR Cash Receipt
- AR012 – Processing Non AR NSF Checks Final
- AR020 – Processing Non Accounts Receivable (AR) Cash Receipts
- CBP001 – Cash Receipts (Non AR)

Directions to Program Location

Directions to DOT Training Center (Concord) Located at 7 Hazen Drive / John O Morton Building.

From points north and south of Concord:

I-93 north or south to Exit 14 (Loudon Rd.), then east on Loudon Rd. approx. 0.5 miles to Hazen Dr., then left onto Hazen Dr. DOT is the first building on the left.

From points west of Concord:

I-89 south to I-93 north then follow the north/south directions above.

From points east of Concord:

I-393 west to Exit 3 (Eastside Dr.), then south on Eastside Dr. approx. 0.2 miles to Hazen Dr., then right onto Hazen Dr. DOT is the last building on the right.

Please check in at the Reception desk and let them know you're attending the NH First Training.

Registration Policy

- Bureau of Education and Training workshops are for all State Employees utilizing the NH First System at this time. **Registration is on a first-come, first-served basis.**
- Applications should be made on a Bureau of Education and Training registration form. Please complete each section and obtain required signatures.
- To ensure participants have the best possible learning experience, we limit class sizes. Therefore, we may not be able to accept everyone who applies for a class. Applicants who are not admitted to a class are placed on a waiting list and given preference for the same class at a later date.
- Workshops need the minimum number of people specified in the catalogue to be presented. In the event that fewer than the minimum are enrolled, the workshop will be canceled and those signed up will be notified either in writing or by phone.
- Applicants will be notified of enrollment status approximately 10 days prior to the start of the course. If you have not heard from us by that time, please call us at 271-1427.
- Being admitted to a program means we are holding a place for you. If you find that you cannot attend, please let us know as soon as possible.
- The Bureau of Education and Training wishes to provide equal training opportunities to all participants. This includes providing equal access to training facilities. Please let us know, *in advance*, if you require any special needs so that appropriate accommodations can be made.

NOTE: Your agency may have additional registration procedures. Please check with your supervisor for more information regarding registering for programs.

Registration Schedule and Form for NH First Trainings Only



EDUCATION & TRAINING

**Bureau of Education
and Training
Registration Form**

Return to: Bureau of Education
and Training
New Hampshire Division of
Personnel
25 Capitol Street, Concord, NH
03301

Fax: (603) 271-1422

YOU MAY PHOTOCOPY THIS FORM.

Course Title: _____ Course Code: _____

Course Date(s): _____ Cost: _____

Name: _____ Work Phone #: _____
(Please print name as it should appear on Certificate)

Department: _____ Division: _____

Work Address: _____

E-mail Address: _____

Name & Title of Immediate Supervisor: _____

Authorizing Signature of Supervisor: _____

PLEASE NOTE: *It is your responsibility to attend all classes. If you are unable to attend your scheduled classes **Call 271-1427 (Pam Mahan-Weldon) at least 5 working days prior to the start of your class to notify of any change.***

EMPLOYEE SIGNATURE: _____ **DATE:** _____