What’s New with Ignite Training?

Ignite Training Lab
The Ignite Training Lab will be open on Tuesdays and Thursdays from 1:30 to 4:30 in the ITS suite, first floor – Dutton parking garage. There will be Open Hours for users to come in for one-on-one support, as well as scheduled training events. We will host both virtual and in-person events. Full details can be found on the Training Lab website.

Ignite Training Website
Ignite Training resources have recently been reviewed and updated to provide additional clarification or instruction as necessary. These resources, along with new videos, job aids and Quick Reference Guides are available on the Ignite Training Website: (baylor.edu/ignite – click on the Training tab). Notable changes include:

- The Travel & Expense data has been moved to its own page and offers 6 new resources.
- The Shopper content includes 3 new videos, 1 updated video, plus 6 new resources.
- All pages listed under Financial Roles were updated Fall 2021. Ensure you are using the most current resources for A/R Specialists, Faculty Funds & Intercompany Accountants.

Teams Channels
If you are a member of the Finance User Group or Procure-to-Pay User Group in Microsoft Teams the Toolkits in these channels have also been updated with the current versions of all training resources.

Learning Module
As new video trainings and tutorials were edited or developed, they were also added to the Learning module to broaden the available catalog content. Here is a summary of the courses added within the last 4 months:

**Finance:**
- Understanding Chart of Accounts & POETAF
- Faculty Funds Training
- Intercompany Module Basics
- Intercompany Creating Transactions
- Intercompany Advanced
- Accounts Receivable Module Overview
- Accounts Receivable Customer Maintenance
- Accounts Receivable Invoices & Adjustments
- Accounts Receivable Misc. Receipts & Deposits
- Accounts Receivable Bank Account
  Reconciliation & AR Aging

**Procure-to-Pay:**
- Advanced Shopping
- Requisition Preferences – Charge Account (COA/POETAF)
- Requisition Preferences – Shipping & Delivery Address
- Creating a Non-Catalog Requisition
- Creating a Marketplace Requisition
- Approving a Requisition

Guided Learning
We are in the process of adding all new resources and updating existing content to reflect changes where necessary.

Contact Bobbie Doyle with questions about Ignite training or enter an Ignite Service Desk Request.