

Finance Foundations Onboarding Program - Course Catalog

All courses should be accessed and completed in Workday Learning within 45 days of hire.

Course	Description	Learning Objectives	Format	Duration (mins.)
Finance Overview	This course provides an overview of the mission, goals, structure, and budget of Finance across Yale University.	Upon completion of this course, you will be able to recognize how Yale finance staff support the mission of Yale University, define the OneFinance initiative, and describe the organizational structure of Finance across Yale University.	eLearning	80
Internal Controls Foundations	This course defines and outlines the internal control framework that supports Yale University's daily work and the achievement of operational objectives. This course will guide you through key roles, responsibilities, and expectations for Yale Community members involved in operations.	Upon completion of this course, you will gain a basic understanding of the key principles and practices relating to Yale's Internal Control Framework.	eLearning	45
Internal Controls Approval Authority	This course covers details on the Approver's role, critical skills and the standard components of approval. It guides the learner to assess when delegation of approval authority is appropriate and how each component of an approval translates into actual practice. The course builds on the concepts covered in Internal Controls Foundations.	Upon completion of this course, you will be able to recognize the key elements of attestation, and distinguish between Approval Authority and Signature Authority.	eLearning	60
Engaging Effectively with Yale Policies and Procedures	This course summarizes the importance of policies, procedures, and forms to the Yale community and demonstrates how to engage with policies, procedures, and forms to fulfill financial roles and responsibilities.	Upon completion of this course, you will recognize how policies, procedures, and forms support the university mission and staff; identify the steps in creating and updating policies, procedures, and forms; describe the types of policies, procedures, and forms and how to find them; and demonstrate how to engage with policies, procedures, and forms to fulfill financial roles and responsibilities.	eLearning	30
Introduction to Chart of Accounts	This course provides a basic understanding of the Chart of Account (COA) structure and an awareness of the resources available to support effective use of Chart of Accounts at Yale. In this course, you will learn how to define the individual COA segments, outline the accounting components that make up Yale's general ledger structure and learn where to find and how to use COA tools and resources.	Upon completion of this training, you will be able to explain the function of Chart of Accounts and how it provides the structure for reporting and monitoring of Yale's financial activities.	eLearning	40
Fraud Awareness and Prevention	This course provides an awareness, guidance, and information that will help ensure employees are able to identify the possibility of fraud within or outside the organization and understand their responsibility to report suspected fraud.	Upon completion of this course, you will be able to define fraud and explain the impact and significance of fraud on the Yale community and University stakeholders.	eLearning	30