

Controller's Office

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MEMO

December 9, 2013

TO: Troy Employees

FROM: Tara Donaldson, Associate Vice Chancellor and Controller

RE: General Ledger Conversion Training

On December 26, 2013, TROY will begin using a new, expanded general ledger (GL) account structure. In preparation for this change, the Controller's Office will be offering a live training session (in-class and online) on December 12, 2013 at 8:30 a.m. The training will include a discussion of the GL Conversion process, the new account structure and the GL Conversion Tool available to users. Other areas to be covered in the training are Budget Officer Training, Datatel Reports, Purchasing, Accounts Payable and Adjunct Contracts.

If you would like to attend this training session, please register at the following link: https://forms.troy.edu/forms/training/IT_GL_Conversion.html. There is an option to attend in-person (Wallace Hall, Room 336B) or view on-line via WebEx. The training sessions will also be recorded and available on the TROY employee intranet for on-demand viewing in the future.

For more information about the General Ledger Conversion, visit our Frequently Asked Questions at <http://trojan.troy.edu/employees/finance/conversion/>.

