



Integrated Resource Information System

IRIS Training Course Catalog

IRIS Training

<http://doa.alaska.gov/dof/iris/>

IRIS.Project@alaska.gov

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IRIS Training Course Catalog

This IRIS Training Course Catalog provides information on the available IRIS training courses including a diagram of IRIS course bundles, detailed course descriptions, and course registration information.

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IMPORTANT NOTICE

All State of Alaska employees who will be using IRIS **must** complete the IRIS End User Prerequisite Curriculum **BEFORE** they can register for any classroom training sessions.

The prerequisite curriculum contains 5 short videos (each between 6 and 24 minutes in length):

- IRIS 100 General Overview
- IRIS 110 Getting Started
- IRIS 120 Workflow
- IRIS 130 Chart of Accounts Overview
- IRIS 140 Procurement Overview

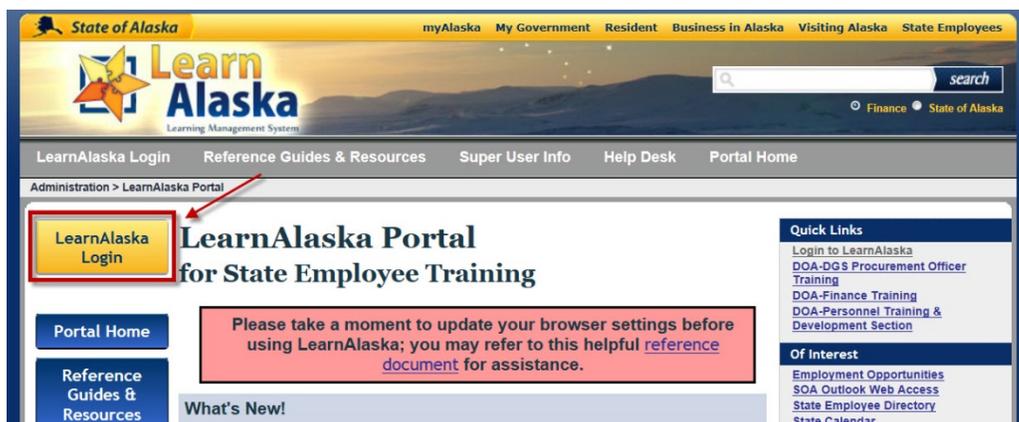
All IRIS course registration, including access to the prerequisite curriculum, is available through LearnAlaska.

IRIS Training Registration Process

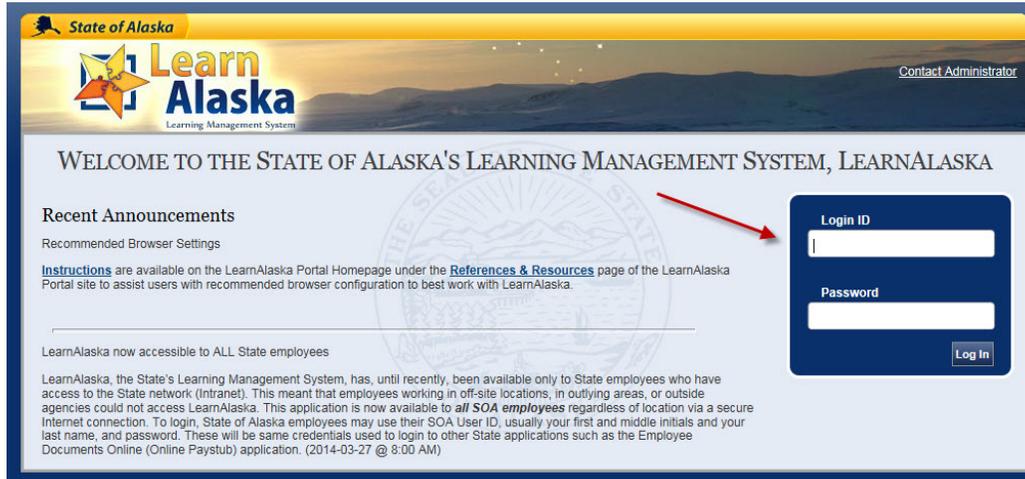
How do I register for IRIS classes?

1. Review the IRIS training course offerings and bundles (see listing on page 8) and detailed individual course descriptions in this course catalog to determine the appropriate courses for you and/or your staff.

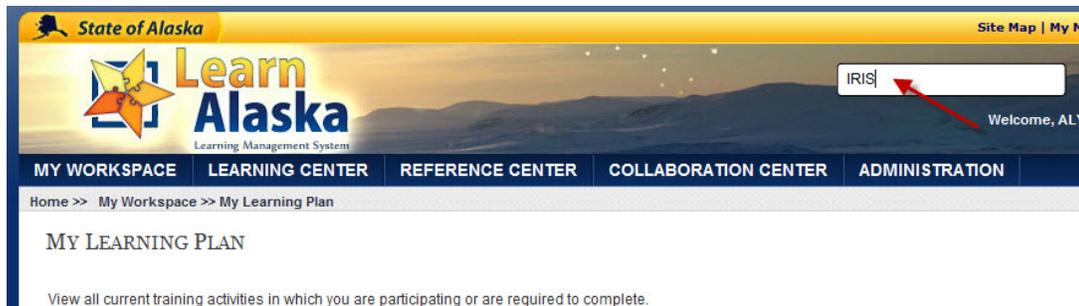
Log on to LearnAlaska via the LearnAlaska portal page: <https://learn.alaska.gov/portal>



- Log in using your LDAP User Id and password.



- Search for the IRIS courses you are interested in using the Site Search field at the top of the screen.



- Select the bundle or course you wish to enroll in from the search results menu.



Important Note: *Manager approval is required for enrollment.*

Employees will receive an automatic notification from LearnAlaska that their enrollment in a course is pending. Their managers will also receive an automatic notification regarding their employee's request.

Managers MUST log in to LearnAlaska to approve registration for their employee to be added to the class roster.

Troubleshooting for Common Registration Issues:

- If you see a blank screen when you search for course offerings, you may need to update your browser settings. Please refer to the following reference document:
<http://doa.alaska.gov/dof/learnalaska/resource/Browser-Setup.pdf>
- For other issues with LearnAlaska, please visit the LearnAlaska home page:
<https://learn.alaska.gov/portal> OR contact the LearnAlaska Help Desk at 907.375.7700 or <mailto:LearnAlaska.HelpDesk@alaska.gov>

How do I know I am confirmed for an IRIS class?

Each participant will receive automatic notifications from LearnAlaska – once when they are pending AND once they are officially enrolled (after manager approval has been received).

The pending email indicates that LearnAlaska received your request to enroll and has also notified your supervisor of the request. Again, managers **MUST log in to LearnAlaska to approve registration** for their employee to be added to the class roster.

The enrollment email will contain important information regarding the date, time, and location of the course you have enrolled in. You can also log on to LearnAlaska and view the classes in your learning plan to verify details. Your learning plan is located under the My Workspace tab at the top of the page.

It is the responsibility of the student to confirm his/her attendance in a class.

Once you receive confirmation of enrollment, please create an Outlook Calendar event for the training class on your calendar.

What if I am waitlisted for an IRIS training class?

If your preferred course time is full, you may still request to be enrolled in that section and be placed on a waitlist. If space becomes available, you will be automatically enrolled and notified.



Important Note: You may enroll in multiple sections of a course if you are on the waitlist. If your status changes to enrolled in one of the sections for a particular course, you will be automatically removed from the waitlist(s) for other sections of that course.

What if I need to cancel an IRIS training class?

If you need to cancel your enrollment in a course, log on to LearnAlaska, select the course and choose disenroll so that people on the waitlist may move into the class.

For last minute cancellations (within 24 hours of the start of a course), please contact contact the IRIS Project team at IRIS.Project@alaska.gov.

What if I am scheduled to attend training but do not show up or notify my instructor that I need to cancel?

You will be marked as “no show” on the course roster.

You may log on to LearnAlaska and submit a request to enroll in a future offering of that course. However, enrollment is strictly on a a space-available basis; as a result, we cannot guarantee registration availability prior to IRIS Go Live on July 1, 2015.

What happens if an IRIS training class is cancelled?

The IRIS Training Team will evaluate each class 3 days prior to the start date, to ensure a minimum number of students are enrolled in the class. The IRIS Training Team will notify students of any class cancellation and will do their best to help students reschedule.

Where are the IRIS training classes being held?

In person IRIS training classes will be offered in Anchorage, Fairbanks and Juneau. All training locations are listed below. The enrollment email from LearnAlaska will include the specific location for your class.

Juneau Training Locations:

- **IRIS Training Room A (Aurora), DNR Building 3rd floor**, 400 Willoughby Ave.
- **IRIS Training Room B (Borealis), DNR Building 3rd floor**, 400 Willoughby Ave.
- **10th Floor Training Room, SOB**, 333 Willoughby Ave.
- **10th Floor Computer Lab, SOB**, 333 Willoughby Ave.
- **Conference Room 303, DOL Building 3rd floor**, 1111 W. 8th St.

Anchorage Training Locations:

- **William Egan Room (106), Atwood Building**, 550 West 7th Ave.
- **Ted Stevens Room (104), Atwood Building**, 550 West 7th Ave
- **TIPS Training Room (920), Atwood Building**, 550 West 7th Ave
- **Room 896 Frontier Building**, 3601 C St.

Fairbanks Training Location:

- **DOT T2 Training Room, DOT Building**, 2720 Picket Place

IRIS Training Course Types

Classroom – This is the primary type of delivery for IRIS training courses. Classroom courses are specifically designed to give participants instruction in using IRIS to perform their jobs. Each course will be facilitated by an instructor and a dedicated facilitator for each classroom.

Online – This delivery method provides training materials that end users can complete at their own pace, from their desk.

IRIS Course Descriptions

This section includes information on the available IRIS course offerings, training bundles, detailed course descriptions, and a list of prerequisites to help you determine which courses you and/or your staff should take in order to perform your duties.

The majority of IRIS course offerings are grouped into bundles in LearnAlaska to help State of Alaska employees determine which sets of courses they need to take as well as the order in which to take them.

Please be aware there are additional courses that are not part of bundles.

IRIS Course Offerings & Bundles

Complete List of IRIS Course Offerings

Detailed descriptions of each of the courses listed below can be found on the following pages.

- IRIS 100 – IRIS Overview (video)
- IRIS 110 – Getting Started (video/ classroom sessions also offered)
- IRIS 120 – Workflow (video)
- IRIS 130 – Chart of Accounts Overview (video)
- IRIS 140 – Procurement Overview (video)
- IRIS 200 – Management Overview (1 day)
- IRIS 210 – Requesting and Receiving (½ day)
- IRIS 310 – Reimbursable Service Agreements (RSAs) (½ day)
- IRIS 320 – Clearing Cash Receipts (½ day)
- IRIS 321 – Billed Receivables (½ day)
- IRIS 330 – Accounts Payable (1 day)
- IRIS 340 – Pcard (½ day)
- IRIS 400 – Centralized Chart of Accounts Management (DOF only) (½ day)
- IRIS 401 – Departmental Chart of Accounts Management (½ day)
- IRIS 410 – Capital and Operating Budget (½ day)
- IRIS 420 – Cost Accounting (1 day)
- IRIS 430 – Fixed Assets (½ day)
- IRIS 440 – Fixed Assets Construction in Progress (½ day)
- IRIS 510 – Solicitations & Awards (2.5 days)
- IRIS 520 – Warehouse Inventory (1 day)
- IRIS 530 – Contract Management (½ day)

IRIS End User Prerequisite Curriculum

- IRIS 100 – IRIS Overview (video)
- IRIS 110 – Getting Started (video)
- IRIS 120 – Workflow (video)
- IRIS 130 – Chart of Accounts Overview (video)
- IRIS 140 – Procurement Overview (video)

REMINDER: All State of Alaska employees who will be using IRIS must complete these prerequisites before registering for any other IRIS course offerings.

Accounts Payable Bundle

- IRIS 210 – Requesting & Receiving (½ day)
- IRIS 330 – Accounts Payable (1 day)
- IRIS 340 – Pcard (½ day)

Budget Management Bundle

- IRIS 310 – Reimbursable Service Agreements (RSAs) (½ day)
- IRIS 401 – Departmental Chart of Accounts Management (½ day)
- IRIS 410 – Capital & Operating Budgets (½ day)

Cost Accounting Bundle

- IRIS 310 – Reimbursable Service Agreements (RSAs) (½ day)
 - IRIS 320 – Clearing Cash Receipts (½ day)
 - IRIS 401 – Departmental Chart of Accounts Management (½ day)
 - IRIS 410 – Capital and Operating Budget (½ day)*
 - IRIS 420 – Cost Accounting (1 day)
- *This course is suggested, but not required to satisfy the requirements for this bundle.*

Fixed Assets Bundle

- IRIS 210 – Requesting & Receiving (½ day)
- IRIS 430 – Fixed Assets (½ day)

Fixed Assets w/ Construction in Progress Bundle

- IRIS 210 – Requesting & Receiving (½ day)
 - IRIS 420 – Cost Accounting (1 day)*
 - IRIS 430 – Fixed Assets (½ day)
 - IRIS 440 – Fixed Assets Construction in Progress (½ day)
- *This course is suggested, but not required to satisfy the requirements for this bundle.*

Procurement Bundle

- IRIS 210 – Requesting & Receiving (½ day)
- IRIS 510 – Solicitations & Awards (2.5 days)
- IRIS 530 – Contract Management (½ day)

Warehouse Inventory Bundle*

- IRIS 210 – Requesting & Receiving (½ day)
 - IRIS 520 – Warehouse Inventory (1 day)
- *For ACS, DMVA, DOT, and DPS only*

Finance Officer Bundle

- IRIS 210 – Requesting & Receiving (½ day)
 - IRIS 310 – Reimbursable Service Agreements (½ day)
 - IRIS 320 – Clearing Cash Receipts (½ day)
 - IRIS 321 – Billed Receivables (½ day)
 - IRIS 330 – Accounts Payable (1 day)
 - IRIS 340 – Pcard (½ day)
 - IRIS 401 – Departmental Chart of Accounts Management (½ day)
 - IRIS 410 – Capital & Operating Budgets (1/2 day)
 - IRIS 420 – Cost Accounting (1 day)*
- *This course is suggested, but not required to satisfy the requirements for this bundle.*

IRIS End User Prerequisite Curriculum

The following online courses make up the prerequisite curriculum, which must be completed prior to registering for any IRIS classroom training sessions.

IRIS 100 Overview (Prerequisite)

Audience:	All State of Alaska employees who will use IRIS in any capacity.
Delivery Methods and Durations:	Self-Paced Video < 16 minutes
Prerequisites:	None
Learning Objectives:	Gain an overall understanding of the Integrated Resource Information System (IRIS) project, its scope, the overall implementation timeframe, and the IRIS end user training opportunities.
Course Content:	<ol style="list-style-type: none"> 1. Orientation. 2. IRIS goals and objectives. 3. IRIS business processes and functionality. 4. Alaska Data Enterprise Report Data Warehouse. 5. IRIS training opportunities. 6. IRIS reference materials.

IRIS 110 Getting Started (Prerequisite)

Audience:	All State of Alaska employees who will use IRIS in any capacity.
Delivery Methods and Durations:	Self-Paced Video 15 minutes Classroom Presentation 3.5 hours (limited availability)
Prerequisites:	IRIS 100 IRIS Overview
Learning Objectives:	Gain an overall understanding of the basic IRIS components; learn how to login and navigate within IRIS, search for various types of data, and understand how documents are used within IRIS.

Course Content:	<ol style="list-style-type: none"> 1. IRIS component overview. 2. How to login to IRIS. 3. How to use the IRIS Primary Navigation and Secondary Navigation Menu options. 4. Page types and their use within IRIS. 5. IRIS reference data. 6. IRIS inquiries. 7. IRIS search capabilities. 8. IRIS documents, the document lifecycle, document organization, and document navigation. 9. Using the IRIS document catalog. 10. Creating, validating, and submitting documents to enter transactions into IRIS.
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IRIS 120 Workflow (Prerequisite)	
Audience:	All State of Alaska employees who will use IRIS in any capacity.
Delivery Methods and Durations:	Self-Paced Video 9 minutes
Prerequisites:	IRIS 100 IRIS Overview IRIS 110 Getting Started
Learning Objectives:	Gain an overall understanding of the IRIS workflow process including what happens when a document is approved, what happens when a document is rejected and how to use Track Work in Progress to identify where a document is in the approval process
Course Content:	<ol style="list-style-type: none"> 1. IRIS workflow overview. 2. IRIS worklists and how they are used. 3. Document approval roles. 4. Document approval process. 5. Document rejection process. 6. Use of Track Work in Progress. 7. Use of Send Page functionality.

IRIS 130 Chart of Accounts Overview (Prerequisite)	
Audience:	All State of Alaska employees who will use IRIS in any capacity.
Delivery Methods and Durations:	Self-Paced Video 12 minutes
Prerequisites:	IRIS 100 IRIS Overview IRIS 110 Getting Started IRIS 120 Workflow
Learning Objectives:	This IRIS Chart of Accounts course covers the new IRIS Chart of Account (COA) elements and provides an in-depth look at the classifications and functions of those elements.
Course Content:	<ol style="list-style-type: none"> 1. The new Chart of Accounts elements and how they are used. 2. Central and Department control of Chart of Accounts elements. 3. How Chart of Accounts elements are used on documents. 4. Accounting templates and how they are used. 5. Event types and posting codes and how they are used. 6. The State of Alaska budget structures.

IRIS 140 Procurement Overview (Prerequisite)	
Audience:	All State of Alaska employees who will use IRIS in any capacity.
Delivery Methods and Durations:	Self-Paced Video 13 minutes
Prerequisites:	IRIS 100 Overview IRIS 110 Getting Started IRIS 120 Workflow IRIS 130 Chart of Accounts
Learning Objectives:	Gain a high-level overall understanding of IRIS procurement functionality.
Course Content:	<ol style="list-style-type: none"> 1. Procurement process overview. 2. The procurement lifecycle. 3. Procurement states. 4. Basic procurement functionality in IRIS.

The following pages contained detailed course descriptions for all classroom training sessions.

IRIS 200 Management Overview	
Audience:	The audience for the IRIS Management Overview training course is department management personnel who will use IRIS to support their management responsibilities.
Delivery Methods and Durations:	Classroom 7.0 hours
Prerequisites:	IRIS End User Training Prerequisite Curriculum
Learning Objectives:	This Management Overview training course provides a high-level overview of the functionality within each IRIS business module and some of the online inquiries that may be used to obtain operational information related to each business function.
Course Content:	<ol style="list-style-type: none"> 1. Understand the high level business processes within each business area. 2. Understand the use of key management online inquiries. 3. Understand the use of key management reports.

IRIS 210 Requesting & Receiving	
Audience:	The audience for this training course includes those State of Alaska employees responsible for requesting and receiving goods/services on behalf of the State.
Delivery Methods and Durations:	Classroom 3.5 hours
Prerequisites:	IRIS End User Training Prerequisite Curriculum
Learning Objectives:	This training course covers the IRIS business processes to locate sources of supply for goods/services, initiate requests for goods/services, record receipt of goods/services, and provide feedback on a Vendor's performance.
Course Content:	<ol style="list-style-type: none"> 1. Use the Universal Requestor Catalog Search (URCATS) to locate items available on Master Agreements; items located in department warehouse inventories; National Institute of Governmental Purchasing (NIGP) commodity codes; and prior procurement award documents. 2. Create a Commodity Comparison Sheet to compare and select goods/services. 3. Create a Universal Requestor (UR) document to request goods/services currently available from Master Agreements. 4. Create a Standard Requisition (RQS) document to request one-time purchases of goods/services not available from a Master Agreement. 5. Initiate a Request for Alternate Procurement (RAP). 6. Create a Master Agreement (RQM) document to request that a Master Agreement is established for goods/services where a recurring requirement exists. 7. Create a Delivery Order (DO) document to request goods/services from a Master Agreement. 8. Create a Receiver (RC) document to record the receipt of goods/services. 9. Create a Performance Evaluation (PE) document to provide feedback on a Vendor's performance. 10. Perform financial and procurement inquiries in support of these requesting and receiving activities.

IRIS 310 Reimbursable Service Agreements (RSAs)	
Audience:	The audience for this training course includes State of Alaska employees who work with Reimbursable Service Agreements (RSAs) and accounting adjustments.
Delivery Methods and Durations:	Classroom 3.5 hours
Prerequisites:	IRIS End User Training Prerequisite Curriculum
Learning Objectives:	This course covers internal exchange transaction, Reimbursable Service Agreement (RSA), and accounting adjustment functionality within IRIS.
Course Content:	<ol style="list-style-type: none"> 1. Process internal exchange transactions using IRIS. 2. Process Reimbursable Service Agreements (RSA) using IRIS. 3. Create an internal reimbursable program for automated reimbursements. 4. Process revenue and expenditure corrections using Charge documents.

IRIS 320 Clearing Cash Receipts	
Audience:	The audience for this training course includes those State of Alaska employees responsible for clearing deposits within their department.
Delivery Methods and Durations:	Classroom 3.5 hours
Prerequisites:	IRIS End User Training Prerequisite Curriculum
Learning Objectives:	Learn about the various ways money can be cleared from the departmental suspense accounts and coded to a department revenue source.
Course Content:	<ol style="list-style-type: none"> 1. Create and maintain department-specific AR reference data records. 2. Create a cash receipt document (CR1). 3. Understand how to liquidate cash receipt documents brought in from Treasury. 4. Understand how to allocate money from department suspense accounts to department revenue sources. 5. Use reporting codes to track the clearing of sub accounts. 6. Use balance sheet accounts (BSAs). 7. Find balances in BSA accounts.

IRIS 321 Billed Receivables	
Audience:	The audience for this training course includes those State of Alaska employees responsible for performing billed receivable activities within their department.
Delivery Methods and Durations:	Classroom 3.5 hours
Prerequisites:	IRIS End User Training Prerequisite Curriculum
Learning Objectives:	Learn about the accounts receivable lifecycle including recording the receivable event, producing invoices and statements, recording the receipt of payments, and managing delinquent receivables.
Course Content:	<ol style="list-style-type: none"> 1. Create and maintain department-specific AR reference data. 2. Create a customer account. 3. Create receivable documents. 4. Create cash receipts documents (CR2). 5. Process overpayments. 6. Setup a payment plan. 7. Refer a receivable to a collection agency. 8. Create write off documents. 9. Use online inquiries to locate customer and receivable information.

IRIS 330 Accounts Payable	
Audience:	The audience for this training course is the State of Alaska employees whose job responsibilities include the processing of accounts payable items.
Delivery Methods and Durations:	Classroom 7.0 hours
Prerequisites:	IRIS End User Training Prerequisite Curriculum IRIS 210 Requesting & Receiving
Learning Objectives:	Learn how the State of Alaska records its obligation to pay an external vendor or internal vendor and how the disbursement of funds is accomplished.
Course Content:	<ol style="list-style-type: none"> 1. Use Accounting Templates and Profiles to quickly populate the appropriate accounting elements on accounting lines. 2. Understand the Accounts Payable reference data. 3. Record a Vendor invoice. 4. Process payments against a Master Agreement. 5. Process payments related to an award document (Contract, Purchase Order, or Delivery Order). 6. Process payments using three-way matching. 7. Record and release retainage. 8. Set up backup withholding. 9. Discuss intercept external debt. 10. Process manual disbursements.

IRIS 340 PCard and Travel	
Audience:	This course is for the individuals within each department responsible for reconciling PCard transactions and receipts and/or processing travel authorizations.
Delivery Methods and Durations:	Classroom 3.5 hours
Prerequisites:	IRIS End User Training Prerequisite Curriculum IRIS 210 Requesting & Receiving IRIS 330 Accounts Payable
Learning Objectives:	Learn how to reconcile PCard transactions, create travel documents, and execute PCard and travel reports and inquiries.
Course Content:	<ol style="list-style-type: none"> 1. Reconcile PCard transactions. 2. Create Travel Authorization Purchase Order (TAPO) documents. 3. Create Travel Authorization Payment Request (TAPRC) documents. 4. Reconcile PCard travel transactions. 5. Execute PCard and travel reports and online inquiries.

IRIS 400 Centralized Chart of Accounts (COA) Management	
Audience:	This training course is designed for the individuals responsible for updating and maintaining the IRIS Chart of Accounts elements and Event Types within the Department of Administration/Division of Finance.
Delivery Methods and Durations:	Classroom 3.5 hours
Prerequisites:	IRIS End User Training Prerequisite Curriculum
Learning Objectives:	This IRIS Chart of Accounts Management course covers the processes used to create new and maintain existing Chart of Accounts elements and event types.
Course Content:	<ol style="list-style-type: none"> 1. Add and maintain centralized Chart of Accounts elements within IRIS. 2. Add and maintain departmental Chart of Accounts elements within IRIS. 3. Understand COA inferences and controls. 4. Add and maintain Accounting Templates and Profiles. 5. Execute online inquiries and reports related to COA.

IRIS 401 Departmental Chart of Accounts (COA) Management	
Audience:	This training course is designed for the individuals responsible for updating and maintaining the IRIS Chart of Accounts elements and Event Types within their department.
Delivery Methods and Durations:	Classroom 3.5 hours
Prerequisites:	IRIS End User Training Prerequisite Curriculum
Learning Objectives:	This IRIS Chart of Accounts Management course covers the processes used to create new and maintain existing departmental Chart of Accounts elements.
Course Content:	<ol style="list-style-type: none"> 1. Add and maintain departmental Chart of Accounts elements within IRIS. 2. Understand COA inferences and controls. 3. Add and maintain Accounting Templates and Profiles. 4. Execute online inquiries and reports related to COA.

IRIS 410 Capital & Operating Budgets	
Audience:	The audience for this Capital and Operating Budgets course is the department users responsible for creating, maintaining, and monitoring their budgets within IRIS.
Delivery Methods and Durations:	Classroom 7.0 hours
Prerequisites:	IRIS End User Training Prerequisite Curriculum IRIS 310 Reimbursable Service Agreements (RSAs) IRIS 401 Departmental Chart of Accounts Management
Learning Objectives:	This course provides IRIS users with a working knowledge for tracking and controlling budgets using budget structures and controls.
Course Content:	<ol style="list-style-type: none"> 1. Understand the budget control functionality within IRIS. 2. Create operating and capital budget lines within IRIS. 3. Maintain operating and capital budgets. 4. Review inquiry screens for operating and capital budgets.

IRIS 420 Cost Accounting	
Audience:	This course is designed for the department users responsible for working with and managing projects and grants.
Delivery Methods and Durations:	Classroom 7.0 hours
Prerequisites:	IRIS End User Training Prerequisite Curriculum IRIS 310 Reimbursable Service Agreements (RSAs) IRIS 320 Clearing Cash Receipts IRIS 401 Capital and Operating Budget* *This course is suggested, but not required to satisfy the requirements for the Cost Accounting bundle.
Learning Objectives:	The Cost Accounting area (also known as Projects and Grants) focuses on establishing the cost accounting structures to support the management and reporting of the financial activities associated with a project or grant within IRIS.
Course Content:	<ol style="list-style-type: none"> 1. Establish cost accounting structures to setup a grant, project, and sub-recipient within IRIS. 2. Maintain cost accounting structures. 3. Create a cost accounting journal voucher. 4. Process reimbursements. 5. Suspend and reinstate automated reimbursements.

IRIS 430 Fixed Assets	
Audience:	The audience for this training course includes those State of Alaska employees responsible for performing Fixed Asset activities within their department.
Delivery Methods and Durations:	Classroom 3.5 hours
Prerequisites:	IRIS End User Training Prerequisite Curriculum IRIS 210 Requesting & Receiving
Learning Objectives:	This training course introduces how the State of Alaska (State) uses IRIS to manage and control its fixed assets throughout the lifecycle of the asset.
Course Content:	<ol style="list-style-type: none"> 1. Understand the structure of the Fixed Asset Registry within IRIS. 2. Understand how assets are identified in IRIS. 3. Record a fixed asset within IRIS. 4. Add a betterment to an existing fixed asset. 5. Record non-accounting changes to a fixed asset. 6. Update repair and warranty information for a fixed asset. 7. Manually adjust the value of a fixed asset. 8. Transfer a fixed asset to another department or organization. 9. Understand how mass depreciation is performed. 10. Understand how mass reorganization is performed. 11. Dispose of a fixed asset. 12. Cancel a fixed asset. 13. Perform online inquiries related to fixed asset processing.

IRIS 440 Fixed Assets Construction in Progress	
Audience:	This course is for State of Alaska employees who set up fixed assets that will go through the construction process.
Delivery Methods and Durations:	Classroom 3.5 hours
Prerequisites:	IRIS End User Training Prerequisite Curriculum IRIS 210 Requesting & Receiving IRIS 420 Cost Accounting IRIS 430 Fixed Assets
Learning Objectives:	This training session is designed to provide you with and understanding of the overall process to setup a construction in progress fixed asset, track the construction costs and allocation them to the fixed asset as construction is completed, and to convert the completed asset to a permanent asset type.
Course Content:	<ol style="list-style-type: none"> 1. Understand the cost accounting structures for a construction in progress fixed asset. 2. Establish a construction in progress fixed asset. 3. Update a construction in progress fixed asset. 4. Convert a construction in progress fixed asset to a permanent fixed asset. 5. Cancel a construction in progress fixed asset.

IRIS 510 Solicitations & Awards	
Audience:	The audience for this IRIS Solicitations and Awards training course is those users responsible for conducting these procurement solicitation, evaluation, and award activities.
Delivery Methods and Durations:	Classroom 2.5 days
Prerequisites:	IRIS End User Training Prerequisite Curriculum IRIS 210 Requesting & Receiving
Learning Objectives:	This training course is designed to provide a basic understanding of the State of Alaska's solicitation activities including the creation and advertisement for goods and services, receipt of Vendor responses, the evaluation of these responses, and the creation of a formal agreement with a selected Vendor.
Course Content:	<ol style="list-style-type: none"> 1. Understand and work with Procurement Folders. 2. Create a solicitation document. 3. Consolidate multiple requisitions into a single procurement. 4. Split a single requisition into multiple procurements. 5. Manage responses to vendor questions. 6. Understand how vendors submit solicitation responses using VSS. 7. Understand how to record and modify solicitation responses. 8. Evaluate vendor responses to a solicitation. 9. Conduct a Best and Final Offers (BAFO) in IRIS. 10. Create a Master Agreement, a Contract, and a Purchase Order. 11. Distribute awards information. 12. Perform other financial and procurement inquiries in support of these requesting and receiving activities.

IRIS 520 Warehouse Inventory	
Audience:	The audience for this Warehouse Inventory course is State of Alaska employees whose job responsibilities include the management and maintenance of Warehouse inventories within their department. <i>For ACS, DMVA, DOT, and DPS only.</i>
Delivery Methods and Durations:	Classroom 7.0 hours
Prerequisites:	IRIS End User Training Prerequisite Curriculum IRIS 210 Requesting & Receiving
Learning Objectives:	Introduce students to the standard, statewide processes to manage and maintain department warehouse inventories of consumable stock items.
Course Content:	<ol style="list-style-type: none"> 1. Understand the overall Warehouse inventory processes. 2. Purchase items into inventory. 3. Receive inventory into a Warehouse. 4. Transfer stock items between Warehouses. 5. Perform a direct (over the counter) issue of items out of a Warehouse. 6. Perform an indirect issue of items out of a Warehouse. 7. Return items to inventory. 8. Make adjustments to inventory. 9. Perform an Inventory freeze and physical count. 10. Perform inventory online inquiries. 11. Execute and view inventory reports.

IRIS 530 Contract Management	
Audience:	This training course is designed for Procurement Officers whose day-to-day responsibilities include performing these Contract Management activities.
Delivery Methods and Durations:	Classroom 3.5 hours
Prerequisites:	IRIS End User Training Prerequisite Curriculum IRIS 210 Requesting & Receiving IRIS 510 Solicitations & Awards
Learning Objectives:	This IRIS Contract Management course covers the activities performed during the procurement Post-Award state – also known as Contract Management. These activities encompass the documents and events that take place to update or maintain the award after it has been finalized with the vendor.
Course Content:	<ol style="list-style-type: none"> 1. Record Post-Award information such as warranties, bonds, insurance certificates, etc. 2. Process a modification to an existing Master Agreement or Contract. 3. Process a Master Agreement or Contract renewal. 4. Process a Master Agreement, Contract or Purchase Order termination. 5. Process a Master Agreement or Contract assignment. 6. Conduct a vendor performance evaluation. 7. Perform procurement and financial online inquiries that support Contract management activities.