

# 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.*