

Please complete and return via email ([fasasap@fas.harvard.edu](mailto:fasasap@fas.harvard.edu)) or fax (496-5300).  
The Supervisor should request access from the Application Security Group via [appsec@fas.harvard.edu](mailto:appsec@fas.harvard.edu) prior to requesting training.

### **ASAP Training Request**

Trainee:  
Phone / email:  
Dept Name:

Supervisor:  
Phone/email:  
Address:

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#### **Financial Management**

**ASPerIN**

Lookup only

Process Appointments

**Chart of Accounts**

**CREW** (Financial and Human Resources Reporting)

Detail Listing

Budget Variance

Summaries Actual & Budget

Funds, Gifts, & Unrestricted Unexpended Balances

HU Vendor Detail Report

Other \_\_\_\_\_

**Electronic Requisitioning System (EREO)** *(Only for Departments currently using EREQ)*

**Fiscal Budget Tool**

**General Ledger**

Journal Voucher

ADI Spreadsheet

**PeopleSoft**

Time Reporter

Time Approver

PeopleSoft reports

Absence Reporter

Absence Approver

Student Quick Hires

**PCARD**

Reviewer

Approver

**Web Voucher**

Preparer

Approver

Vendor Invoices

Reimbursements

Corporate Card Payments

**FAS / University Financial Policies and Procedures**

General Policies/Procedures

Specific: \_\_\_\_\_

#### **Sponsored Research Management** (<http://www.fas.harvard.edu/~research/training/index.html>)

**Harvard University Overview of Sponsored Projects Administration**

**Spending Sponsored Funds: What May Be Charged Directly to Grants**

**Cost Transfers: What They Are and How to Avoid Them**

**CREW (Common Reporting Environment for the Warehouse: Sponsored Reports)**

Basics

Intermediate

**FASSPAR (FAS Sponsored Project Accounting Reports)**

Introduction

Projections

**GMAS (Grants Management Application Suite)**

Basics

Intermediate

**Sponsored Budgeting**

**Equipster Basics (Equipment Management)**

**ASAP use only:**

Processor: GJ AG

Trainer: SN KWM FF KP

Date contacted: