

Accounting Department (AP) 1st Month Objectives

Mentor's Name: _____ Employees Name: _____

Hire Date: _____ Title: _____

Training Requirement	Initials or (N/A)
Shadowing Invoice Process	
Vendor emails	
Reviewing all attachments and renaming/adding PDFs in system	
Example #1:	
Example #2:	
Example #3:	
Coding correct information to receipt	
Example #1:	
Example #2:	
Example #3:	
Assigning Reviewers to invoices	
Example #1:	
Example #2:	
Example #3:	
Run and email weekly missing receipt report	
Handling rejected transactions	
Shadowing Credit Cards	
Transactions imported daily from vendor	
Reviewing all attachments and renaming/adding PDFs in system	
Example #1:	
Example #2:	
Example #3:	
Coding correct information to receipt	
Example #1:	
Example #2:	
Example #3:	

Assigning Reviewers to invoices	
Example #1:	
Example #2:	
Example #3:	
Run and email weekly missing receipt report	
Handling rejected transactions	
AP email Inbox	
Review all emails, rename attachments, save attachments into server for entry	
Shadowing New Vendor and Vendor Compliance Management	
Getting required information from new vendors (i.e., W4, insurance information, etc.)	
Shadowing diverse spend process	
Running and submitting diverse spend to PG&E	
Running and submitting diverse spend to AT&T	
Shadowing Virtual Payment	
Manage virtual payment to vendors	
Ability to locate resources in the MGE Portal	
Train employee on how to access and navigate the MGE portal	
Train employee on how to locate and save documents and forms	
Ability to locate resources in the One drive.	
Train employee on how to locate the one drive and what information can be found	
Ability to locate resources in SharePoint.	
Train employee on SharePoint and how to locate and store information	
Ability to navigate and locate resources in Teams	
Train employee on how to create and join calendar events in Teams	
Train employee on how to create a chat and video call in Teams	
Train employee on how to store and locate documents in Teams	
Ability to navigate Outlook	
Train employee how to locate personnel through Outlook	
Train employee on creating signature in Outlook	
Train employee on creating inbox folders and rules in Outlook	
Train employee on creating calendar events in Outlook	
Train employee on archiving and email management	
Ability to submit a receipt	
Train employee on the process of submitting receipts to AP.	
Ability to complete Weekly Safety Meetings	
Train employee on how to locate and complete weekly safety meetings and the requirement to complete them	
Ability to Update Employee information (I.E. Address, phone number etc.)	
Train employee on how to update employee information	
Ability to request time off/sick time	
Train employee on how to request time off/submit for sick time	
Ability to request resources (Keyboards, monitors, etc.)	
Train employee on how to request asset resources.	
Additional Training Provided:	

1.	
2.	
3.	
4.	
5.	