

***CAMS Training Schedule
FY 2005***

April 29, 2005

<i>Class</i>	<i>Description</i>	<i>Scheduled Dates</i>	
		<i>Headquarters</i>	<i>ASCs</i>
<p>Reimbursable Agreements for New Users</p> <p><i>2 days</i></p>	<p>This class is for new users provides detailed information on business rules, forms, and procedures for processing reimbursable agreements and reimbursable sales & other fixed fee reimbursable projects. This class focuses on recording/modifying reimbursable agreements in CAMS, through both demonstrations and hands-on exercises, and generating CAMS reimbursable reports. It also provides an overview and demonstration of other available screens and processes in the CAMS Reimbursable Agreements module. Data Warehouse standard reports which are applicable to Reimbursables are also included.</p>	<p><i>1st Qtr:</i> December 6-7</p> <p><i>2nd Qtr:</i> January 25-26</p> <p><i>3rd Qtr:</i> May 19-20</p>	<p><i>4th Qtr:</i> WASC - July 26-27</p> <p><i>May be cancelled depending upon whether the minimum number of students are registered</i></p>
<p>Reimbursable Agreements - Refresher</p> <p><i>1 day</i></p>	<p>This class is for users who have previously completed a CAMS Reimbursable Agreements training class. This class provides a review of the business rules, forms, and procedures for processing reimbursable agreements and reimbursable sales & other fixed fee reimbursable projects. It also includes demonstrations and hands-on exercises for recording/modifying reimbursable agreements in CAMS. Other available screens and processes in the CAMS Reimbursable Agreements module will only be covered if requested by the class participants. Any changes to existing CAMS reimbursable reports will be included. Time will be allowed to address specific user questions and concerns.</p>	<p><i>3rd Qtr:</i> April 12</p>	

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<p>Data Warehouse for New Users</p> <p><i>1/2 day</i></p>	<p>The objectives are to provide an understanding of the Data Warehouse concept, relationship to Core Financial system (CFS), and instruct new users on standard reports/query applications available within the Data Warehouse. This course includes Data Warehouse access, use of the CAMS Navigator, basic functionality, and utilization of report parameter screens through hands-on exercises for the DW standard reports related to Budget, Reimbursable Project Status, Transaction Activity, and Overhead Comparison. Also includes an overview of the Data Dictionary, Labor, and FedEx.</p>	<p><i>1st Qtr:</i> December 8 - <i>am</i></p> <p><i>3rd Qtr:</i> May 18 - <i>pm</i></p>	<p><i>2nd Qtr:</i> CASC - March 9</p> <p><i>4th Qtr:</i> WASC - July 28</p> <p><i>May be cancelled depending upon whether the minimum number of students are registered</i></p>
<p>Discoverer (FMC1) for New Users</p> <p><i>1 day</i></p>	<p>The objective is to provide new users with an understanding of basic features of the Oracle Discoverer tool and introduction to the workbooks available within the FMC business area. Discoverer is a query and analytical tool which expands the Data Warehouse capabilities. This is a hands-on session which encompasses access to Oracle Discoverer, creating connections, opening workbooks/worksheets, sheet formats, changing table layout and sort order, formatting data, using parameters, pivoting rows and columns, drilling in and out of detail, and exporting/printing data. The class also reviews conditions, selected items, totals, calculations, percentages, and parameters applicable to workbooks.</p>	<p><i>2nd Qtr:</i> January 27 February 17</p> <p><i>3rd Qtr:</i> April 13</p> <p><i>4th Qtr:</i> August 10</p>	<p><i>2nd Qtr:</i> CASC - March 10</p> <p><i>3rd Qtr:</i> EASC - June 9</p> <p><i>4th Qtr:</i> WASC - July 29</p> <p><i>May be cancelled depending upon whether the minimum number of students are registered</i></p>

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<p>Summary Level Transfers (SLT) & Detail Labor Adjustments (DLA)</p> <p><i>1/2 day</i></p>	<p>Students will be provided an overview of the SLT process and current NOAA business rules. Hands-on exercises will include the data entry screen, the NOAA Business Violations & Error Report, and suggested email formats. The DLA process, including screens for single labor record and multiple record updates, and the appropriate emails will be discussed. Hands-on exercises covering the DLA process will be provided.</p>	<p><i>1st Qtr:</i> December 16 - <i>am</i></p> <p><i>3rd Qtr:</i> May 18 - <i>am</i></p>	
<p>Budget Operating Plans (BOPS) for New Users</p> <p><i>2 days</i></p>	<p>The main objective is to focus specifically on the development of BOPs with hands-on exercises. This training session is intended for new users, but class materials have been updated to reflect the new FY05 funds control. Overviews of the ACCS, funds management, funds control, and cost accumulation are also provided. Users will also be shown the Data Warehouse Budget Reports and CFS Quick Reports.</p>	<p><i>1st Qtr:</i> December 14-15</p> <p><i>3rd Qtr:</i> May 16-17</p>	
<p>Budget Operating Plans (BOPS) Refresher</p> <p><i>1 day</i></p>	<p>The main objectives are to answer questions and to provide lessons-learned information to the experienced BOP user community. No hands-on exercises will be provided - the instructors will provide information through demonstrations. Users should come prepared to address BOP problems they have encountered, to ask questions about the BOP system and to participate in classroom discussions with other BOP users</p>	<p><i>2nd Qtr:</i> January 24</p> <p><i>3rd Qtr:</i> April 11</p>	<p><i>4th Qtr:</i> WASC - July 25</p> <p><i>May be cancelled depending upon whether the minimum number of students are registered</i></p>

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<p><i>Travel Manager</i></p> <p><i>2 days</i></p>	<p>This training teaches end-users how to navigate in ITM to create, adjust, amend and cancel domestic and foreign temporary duty (TDY) travel authorizations, and to create domestic and foreign TDY travel vouchers, reclaim, and local travel vouchers; also covers such things as allocating expenses to multiple accounting codes, international date line travel, blanket travel authorizations, meals and lodging, and leave and non-duty days while on travel</p>	<p><i>1st Qtr:</i> November 2-3</p> <p><i>2nd Qtr:</i> March 2-3</p> <p><i>3rd Qtr:</i> May 2-3</p>	<p><i>1st Qtr:</i> MASC - November 3-4</p> <p><i>2nd Qtr:</i> MASC - March 16-17 WASC (HI) - Apr 11-15</p> <p><i>3rd Qtr:</i> MASC - May 25-26</p> <p><i>4th Qtr:</i> MASC - August 17-18</p> <p>CASC, July 11-14, 2005 Training site: NMFS, St. Petersburg FL For registration and information send e-mail to: Judy.A.Bates@noaa.gov</p> <p style="color: red;"><i>Based on client needs – contact ASC coordinator to register or for additional information</i></p>

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<p>Purchase Card</p> <p><i>1/2 day each</i></p>	<p>Provides training to cardholders, approving officials and group administrators on how to record , monitor, track, reconcile, approve, and control all activities related to bankcard transactions in the Commerce Purchase Card System</p>	<p><i>1st Qtr:</i> December 9</p> <p><i>2nd Qtr:</i> March 4</p> <p><i>3rd Qtr:</i> May 4</p> <p>Note: 1/2 day sessions <i>am – Cardholder/ Group Admin</i> <i>pm – Approving Official</i></p>	<p><i>1st Qtr:</i> MASC - November 2</p> <p><i>2nd Qtr:</i> MASC - March 15 WASC (HI) – Apr 11-15</p> <p><i>3rd Qtr:</i> MASC - May 23</p> <p><i>4th Qtr:</i> MASC - August 16</p> <p><i>Based on client needs – contact ASC coordinator to register or for additional information</i></p>
<p>Cost Accumulation Over/Under Process</p> <p><i>2 hours</i></p>	<p>Students will be provided with an understanding of the effects of the over/under process through a brief synopsis of the CBS payroll process; how the surcharge process is applied to CBS labor data; how and when the over/under process is applied and its effects on obligations; and understanding and using the NOA120 report and its relationship to the surcharge and over/under processes. This training does not include hands-on exercises.</p>	<p><i>2nd Qtr:</i> February 16 <i>10:00am – 12:00 pm</i></p>	