

***CBS Training Schedule  
FY 2006***

***February 2006***

<i>Class</i>	<i>Description</i>	<i>Scheduled Dates</i>	
		<i>Headquarters</i>	<i>Field Offices</i>
<p><b>Reimbursable Agreements for New Users</b></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 &amp; 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>2<sup>nd</sup> Qtr:</i> March 21-22</p> <p><i>3<sup>rd</sup> Qtr:</i> May 1-2</p>	<p><i>Mountain Finance:</i> April 5-6</p>
<p><b>Reimbursable Agreements - Refresher</b></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 &amp; 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>2<sup>nd</sup> Qtr:</i> February 7</p> <p><i>3<sup>rd</sup> Qtr:</i> April 12</p>	<p><i>Mountain Finance:</i> <del>April 5</del> - Cancelled due to need for new user sessions rather than refresher training</p>

**Notes:**

Dates are subject to change and classes may be cancelled due to limited registrations

Headquarter classes are in the CBS Training Room, 200 Perry Parkway, Suite 10, Gaithersburg, MD

Mountain Finance classes are in Room GD-309 at the David Skaggs Research Center, 325 Broadway, Boulder, CO

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<p><b>Data Warehouse for New Users</b></p> <p><i>½ 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><b>Note: Plans are underway for development of a Data Warehouse e-learning course.</b></p>	<p><i>2<sup>nd</sup> Qtr:</i> February 8</p> <p><i>3<sup>rd</sup> Qtr:</i> May 3</p> <p><b>morning sessions</b></p>	<p><i>Mountain Finance:</i> <del>April 6 - Cancelled;</del> DW Reports will be covered during Reimbursable &amp; BOP sessions for new users</p> <p><i>Additional sessions may be scheduled at other field locations based on level of interest – please contact <a href="mailto:CBS.TrainingServices@noaa.gov">CBS.TrainingServices@noaa.gov</a></i></p>
<p><b>Discoverer (FMC1) for New Users</b></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>2<sup>nd</sup> Qtr:</i> February 9</p> <p><i>3<sup>rd</sup> Qtr:</i> May 4</p>	<p><i>Mountain Finance:</i> April 7</p> <p><i>Additional sessions may be scheduled at other field locations based on level of interest – please contact <a href="mailto:CBS.TrainingServices@noaa.gov">CBS.TrainingServices@noaa.gov</a></i></p>

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<b>Budget Operating Plans (BOPS) for New Users</b> <i>2½ days</i>	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.	2 <sup>nd</sup> Qtr: March 14-16  3 <sup>rd</sup> Qtr: May 16-18	Mountain Finance: April 3-4
<b>Budget Operating Plans (BOPS) Refresher</b> <i>1 day</i>	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	3 <sup>rd</sup> Qtr: April 13	Mountain Finance: <del>April 4</del> - Cancelled due to need for new user sessions rather than refresher training
<b>Summary Level Transfers (SLT) &amp; Detail Labor Adjustments (DLA)</b> <i>½ day</i>	Students are provided with an overview of the SLT process and current NOAA business rules. Hands-on exercises include the data entry screen, 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.	2 <sup>nd</sup> Qtr: March 16  3 <sup>rd</sup> Qtr: May 18  <i>afternoon session follows BOP training</i>	

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<b>Cost Accumulation Over/Under</b>	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 surcharges are 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. Training does not include hands-on exercises.	January 26 <i>Via teleconference with separate 3 hour sessions scheduled at 9:00am and 1:00 pm</i>  <i>Scheduled upon LO request</i>	
<b>Purchase Card</b>  <i>½ day sessions</i> <i>am: Cardholder</i> <i>pm: Approving Official</i>	Provides training to cardholders, group administrators, and approving officials on how to record, monitor, track, reconcile, approve, and control all activities related to bankcard transactions in the Commerce Purchase Card System.  <b><i>CPCS e-learning courses are under development</i></b>	<i>1<sup>st</sup> Qtr:</i> December 8  <i>3<sup>rd</sup> Qtr:</i> May 9 <del>April 11</del> - <i>rescheduled</i>	<i>Mountain Finance:</i> December 6 March 7 June 13 August 8  <i>Contact Pamala Grisham for Mountain Finance registration</i>
<b>Travel Manager</b>	Travel Manager training will be offered during the 1 <sup>st</sup> quarter; the 2 <sup>nd</sup> quarter class is tentative based on demand and the status of eTravel efforts.  <i>Travel training dates for the 3<sup>rd</sup> and 4<sup>th</sup> quarters will be determined based on progress of eTravel efforts; additional information will be provided as it becomes available.</i>	<i>1<sup>st</sup> Qtr:</i> November 16-17  <i>2<sup>nd</sup> Qtr:</i> February 15-16 (tentative)	<i>Mountain Finance:</i> December 7-8 March 8-9 June 14-15 <i>Eastern Finance:</i> December-15 <i>Western Finance:</i> January 4-5  <i>Contact servicing Finance Office for registration info</i>

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