

***Financial Systems Division - CBS Training
FY 2007 Schedule***

January 9, 2007

<i>Class</i>	<i>Description</i>	<i>Headquarters</i>	<i>Field Finance Branches</i>
<p>Reimbursable Agreements for New Users</p> <p><i>2 days</i></p>	<p>Provides detailed information for new users on business rules, forms, and procedures for processing reimbursable agreements and reimbursable sales/fixed fee projects. Focus is on recording/modifying reimbursable agreements in CBS, through demonstrations and hands-on exercises, and generating CBS reimbursable reports. An overview and demonstration of other available screens/processes in the CBS Reimbursable Agreements module and applicable Data Warehouse standard reports are also included.</p>	<p><i>2nd Qtr:</i> January 25-26</p> <p><i>3rd Qtr:</i> April 25-26</p> <p><i>4th Qtr: (Tentative)</i> August 2-3</p>	
<p>Reimbursable Agreements - Refresher</p> <p><i>1 day</i></p>	<p>Intended for users who have previously completed a CBS Reimbursable Agreements training class to provide a review of the business rules, forms, and procedures for processing reimbursable agreements and reimbursable sales & other fixed fee reimbursable projects. Demonstrations and hands-on exercises for recording/modifying reimbursable agreements in CBS are included, along with new or revised reimbursable reports. Other available screens/processes in the CBS Reimbursable Agreements module will be covered only if requested by class participants. Time will be allowed to address specific user questions and concerns.</p>	<p><i>2nd Qtr:</i></p> <p><i>3rd Qtr:</i></p>	

<p>Data Warehouse for New Users</p> <p><i>1/2 day</i></p>	<p>Provides an understanding of the Data Warehouse concept and relationship to Core Financial system (CFS) to instruct new users on standard reports/query applications available within the NOAA Data Warehouse. Training encompasses Data Warehouse access, use of the CBS Navigator menu, basic functionality, and utilization of report parameter screens through hands-on exercises for the DW standard reports related to Budget, Reimbursables, Transaction Activity, and Overhead Comparison. Also includes an overview of the Data Dictionary, Labor, and FedEx report functionality.</p> <p><i>Note: E-learning courses are currently under development.</i></p>	<p><i>1st Qtr:</i> December 6</p> <p><i>2nd Qtr:</i> March 27</p> <p><i>3rd Qtr:</i> June 19</p> <p><i>morning sessions</i></p>	
<p>CFS Quick Reports</p> <p><i>1/2 day</i></p>	<p><i>Under development --</i> The objective is to expand the Data Warehouse training to instruct new users on the use of Core Financial system (CFS) Quick Report functionality.</p>	<p><i>2nd Qtr:</i> March 27</p> <p><i>3rd Qtr:</i> June 19</p> <p><i>afternoon sessions</i></p>	
<p>Discoverer (FMC1) for New Users</p> <p><i>1 day</i></p>	<p>Provides new users with an understanding of basic features of the Oracle Discoverer tool with an introduction to the workbooks available within the FMC business area. Discoverer is a query and analytical tool which expands 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>Note: E-learning courses are currently under development.</i></p>	<p><i>1st Qtr:</i> December 7</p> <p><i>2nd Qtr:</i> March 28</p> <p><i>3rd Qtr:</i> June 20</p>	<p><i>To be determined</i></p>

<p>Discoverer (FMC2)</p> <p><i>1 day</i></p>	<p><i>Under development --</i> This session is intended for users who are knowledgeable of Oracle Discoverer tool capabilities available within the FMC business area. The objective is to provide users with a more detailed understanding of the worksheets contained in the multiple workbooks developed for the FMC business area. The focus is on how to take advantage of the various methods available to extract information and depending on specific purpose, which method works best. Time will be allowed to address specific user questions and concerns.</p>	<p><i>Will be scheduled upon completion of development efforts</i></p>	<p><i>To be determined</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>2nd Qtr:</i> January 23-24</p> <p><i>3rd Qtr:</i> April 23-24</p> <p><i>4th Qtr: (Tentative)</i> July 31-August 1</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>Scheduled upon request</i></p>	
<p>Summary Level Transfers (SLT) & Detail Labor Adjustments (DLA)</p> <p><i>½ day</i></p>	<p>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.</p>	<p><i>Scheduled upon request</i></p>	

<p>Cost Accumulation Over/Under</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 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.</p>	<p><i>Scheduled upon LO request and available via teleconference</i></p>	
<p>Purchase Card <i>½ day sessions</i> <i>am: Cardholder</i> <i>pm: Approving Official</i></p>	<p>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.</p> <p>Note: E-learning courses are currently under development.</p>	<p><i>1st Qtr:</i> December 5</p> <p><i>3rd Qtr:</i> March 14</p>	<p><i>Mountain Finance:</i> November 14 (<i>tentative</i>) February 27 May 15 August 14</p> <p><i>Contact Pamela Grisham for registration in Boulder</i></p>
<p>Travel Manager</p>	<p>Travel Manager training will be offered during the 1st quarter; the 2nd quarter class is tentative based on demand and the status of eTravel efforts.</p> <p><i>Travel training dates for the 3rd and 4th quarters will be determined based on progress of eTravel efforts; additional information will be provided as it becomes available.</i></p>	<p><i>1st Qtr:</i> November 14-15</p> <p><i>2nd Qtr:</i> March 15-16</p>	<p><i>Mountain Finance:</i> November 15-16 February 28-March 1 May 16-17 August 15-16</p> <p><i>Contact Pamela Grisham for registration in Boulder</i></p>

Notes:

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

Training costs are: \$275 to attend training, \$350 for non-attendance without cancellation/substitution

Special requests or interest in training at other locations should be submitted to CBS.TrainingServices@noaa.gov

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

Training by FSD staff at field office locations will be normally be offered at alternate sites each year (Seattle, Boulder, Kansas City, Norfolk)