

FY 2009 Financial Systems Division Training Schedule

January 2009

<i>Additional sessions will be added as classes fill up or upon request based on Line Office needs for specific training; Special request, or interest in training at other location, should be submitted to CBS.TrainingServices@noaa.gov</i>		<i>Location, Dates, & Type of Training</i>		
<i>Class</i>	<i>Description</i>	<i>Financial Systems Division (FSD)</i>	<i>Virtual</i>	<i>Field Locations</i>
<p>What's New in Travel Manager 9.0?</p> <p><i>½ day session</i></p>	<p><i>This training focuses on some of the new features and business processes in conjunction with the software upgrade. There will be a demonstration of navigating in the new version, which is very beneficial to current ITM users.</i></p>		<p>Jan 21 Jan 23</p>	
<p>Signing Vouchers Electronically in ITM 9.0</p> <p><i>1 hr session</i></p>	<p><i>Intended for travelers whose Travel Manager 9.0 vouchers are prepared by a group administrator. This is an extremely simple procedure which requires a minimal amount of time to do. It is an initial step required for the review/approval process which ultimately results in payment.</i></p>		<p>Jan 21 Jan 30</p>	
<p>Reviewing/Approving in Travel Manager 9.0</p> <p><i>(Approving/Routing Officials)</i></p> <p><i>2 hr session</i></p>	<p><i>This training focuses on showing a reviewing/approving official how to navigate in the new version to review/approve travel documents. The training will also cover the new business processes for electronic routing and obligating travel.</i></p>		<p>Jan 16 Jan 21 Jan 23</p>	
<p>Routing Administration in Travel Manager 9.0</p> <p><i>(Routing Administrators)</i></p> <p><i>2 hr session</i></p>	<p><i>This training focuses on showing a Routing Administrator how to navigate in the new version in order to create/maintain their office routing lists in the system. The training will also cover the new business processes for electronic routing and obligating travel.</i></p>		<p>Jan 16 Jan 30</p>	

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<p>Travel Manager 9.0 <i>(New Users & Refresher for existing users with limited experience)</i></p> <p><i>2 days</i></p>	<p><i>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.</i></p>	<p>January 26-27 February 25-26 Mar 24-25 May 4-5 Jun 9-10</p>		
<p>Travel Manager 9.0 Refresher <i>(Existing ITM Users)</i></p> <p><i>1 day</i></p>	<p><i>This training teaches end-users how to navigate in ITM to create some basic authorizations, vouchers and local vouchers. The training will also cover the new business processes for electronic routing and obligating travel.</i></p>	<p>January 22 February 24 Mar 26 May 6 Jun 11</p>		<p><u>CFFB, Kansas City</u> April 27</p> <p><u>EFFB, Norfolk</u> June 1</p> <p><u>MFFB, Boulder</u> June 22</p> <p><u>WFFB, Seattle</u> August 24</p>
<p>Budget Operating Plans (BOPS) for New Users</p> <p><i>1 or 2 days</i> <i>{1 day to maximize training availability for multiple applications @ field locations}</i></p>	<p><i>Main objective is to focus specifically on development of BOPs with hands-on exercises; intended for new users. Provides overview of the ACCS, funds management, funds control, and cost accumulation. Users will also be shown the Budget Reports found in CFS and Data Warehouse.</i></p>	<p><u>Gaithersburg, MD</u> January 12-13 May 11-12 August 11-12</p>		<p><u>CFFB, Kansas City</u> April 28</p> <p><u>EFFB, Norfolk</u> June 2</p> <p><u>MFFB, Boulder</u> June 23</p> <p><u>WFFB, Seattle</u> August 25</p>

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<p>Reimbursable Agreements for New Users</p> <p><i>1 or 2 days</i> <i>{1 day to maximize training availability for multiple applications @ field locations}</i></p>	<p>Provides detailed information on business rules, forms, and procedures for processing reimbursable agreements and 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><u><i>Gaithersburg, MD</i></u> January 14-15 May 18-19 August 13-14</p>		<p><u><i>CFFB, Kansas City</i></u> April 29</p> <p><u><i>EFFB, Norfolk</i></u> June 3</p> <p><u><i>MFFB, Boulder</i></u> June 24</p> <p><u><i>WFFB, Seattle</i></u> August 26</p>
<p>Purchase Card</p> <p><i>½ day sessions</i> <i>am: Cardholder</i> <i>pm: Approving Official</i></p>	<p><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.</i></p>	<p><u><i>Gaithersburg, MD</i></u> January 28 February 19 May 8 August 17</p> <p><u><i>Silver Spring, MD</i></u> February 3 August 3</p>		<p><u><i>CFFB, Kansas City</i></u> May 1</p> <p><u><i>EFFB, Norfolk</i></u> June 5</p> <p><u><i>MFFB, Boulder</i></u> June 26</p> <p><u><i>WFFB, Seattle</i></u> August 28</p>

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<p>C.Request</p> <p><i>1 day</i></p>	<p>Provides training to those individuals on how to create, modify, and approve a requisition in the CRequest system.</p>	<p><u>Gaithersburg, MD</u> January 29 February 10 May 7 August 18</p> <p><u>Silver Spring, MD</u> February 4 August 4</p>		<p><u>CFFB, Kansas City</u> April 30</p> <p><u>EFFB, Norfolk</u> June 3</p> <p><u>MFFB, Boulder</u> June 25</p> <p><u>WFFB, Seattle</u> August 27</p>
<p>C.Buy</p>	<p>Transition to Client Services Branch is in process; dates will be added to the schedule and distributed in the near future</p>	<p>To be determined</p>		
<p>Data Warehouse & Quick Reports for New Users</p> <p><i>1 day</i></p> <p><i>E-Learning course for DW available on the Commerce Learning Center at NOAA</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 and the CFS Quick Reports. 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 and FedEx report functionality.</p>	<p><u>Gaithersburg, MD</u> February 11 May 20 Jul 21</p>		

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<p>Discoverer (FMC1) for New Users <i>1 day</i></p>	<p><i>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.</i></p>	<p><u>Gaithersburg, MD</u> February 12 May 21 Jul 22</p>		
<p>Web Migration Overview <i>½ day sessions</i></p>	<p><i>This training focuses on some of the new features and business processes in conjunction with the software upgrade. There will be a demonstration of navigating in the new version.</i></p>		<p>April 1 April 7 April 9 April 13 April 15 April 17 April 21 April 23</p>	<p><u>CFFB, Kansas City</u> April 27 <u>EFFB, Norfolk</u> June 1 <u>MFFB, Boulder</u> June 22 <u>WFFB, Seattle</u> August 24</p>

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<p>Summary Level Transfers (SLT) & Detail Labor Adjustments (DLA)</p> <p><i>½ day</i></p> <p><i>E-Learning course currently under development</i></p>	<p><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.</i></p>	<p><i>Scheduled upon request</i></p>		

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