

***Financial Systems Division - CBS Training
FY 2008 Schedule***

<i>Class</i>	<i>Description</i>	<i>Headquarters</i>	<i>Field Finance Branches</i>
<p>Budget Operating Plans (BOPS) for New Users <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. Overviews of the ACCS, funds management, funds control, and cost accumulation are also provided. Users will also be shown the Budget Reports found in CFS and Data Warehouse.</p>	<p><i>3rd Qtr:</i> Apr 8-9 Jun 10-11</p>	
<p>Reimbursable Agreements for New Users <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>3rd Qtr:</i> Apr 15-16 Jun 17-18</p>	
<p>Summary Level Transfers (SLT) & Detail Labor Adjustments (DLA) <i>1/2 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>E-Learning course currently under development</i></p>	<p><i>Scheduled upon request</i></p>	

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<p>Data Warehouse & Quick Reports for New Users <i>1 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 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><i>E-Learning course for DW available on the Commerce Learning Center at NOAA</i></p>	<p><i>3rd Qtr: Apr 22</i></p> <p><i>4th Qtr: Jul 29</i></p>	
<p>Discoverer (FMC1) for New Users <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>3rd Qtr: Apr 23</i></p> <p><i>4th Qtr: Jul 30</i></p>	

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Purchase Card <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.	<i>3rd Qtr: Apr 1</i> <i>4th Qtr: Jul 15</i>	
Travel Manager <i>2 days</i>	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	<i>3rd Qtr: Apr 2-3</i> May 20-21	<i>Mountain FFB</i> Mar 11-12 <i>Western FFB</i> Jan 15-16 Feb 12-13 Mar 11-12

Notes:

To register for a class go to the Commerce Learning Center at NOAA: <https://doc.learn.com/noaa>

Headquarter classes are conducted in the Financial Systems Division CBS Training Room, which is located at 200 Perry Parkway, Suite 10, Gaithersburg, MD.
[Directions](#)

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

Training conducted by FSD staff at Field Finance Branch locations (Seattle, Boulder, Kansas City, Norfolk) will be offered at alternate sites based on user needs and budgetary constraints.

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