

Financial Systems Division Training Schedule
April – August 2009

March 15, 2009

<i>Class/ Description</i>	<i>Location, Dates, & Type of Training</i>		
	<i>Financial Systems Division (FSD Training Room)</i>	<i>Virtual Training (Eastern Time)</i>	<i>Field Locations</i>
<p>Web Migration Demonstrations</p> <p>Web Migration demos include how the login, navigation, and report process will change for the Core Financial System (CFS), Commerce Purchase Card System (CPCS), Data Warehouse (DW), and Discoverer applications.</p> <p>Each demo will be conducted in a manner to allow users the opportunity to learn the basic login, navigation, and report processes. However, individual sessions utilize a specific set of screens for demonstration purposes, in order to provide end-users with an opportunity to attend sessions with a focus on areas applicable to their role.</p> <p><i>2 and 4 hour sessions</i></p> <p>BOP/RA and CPCS demos are approximately 2 hours, depending upon the number of user questions. DW/Discoverer sessions are scheduled for 4 hours to allow additional time to cover impacts of Discoverer functionality resulting from the 10g upgrade. Users that only utilize DW standard report functionality do not have to remain for the portion related to the Discoverer FMC business area. Sessions conducted at field locations will include BOP/RA, CPCS, and DW/Discoverer screens.</p> <p><i>Registration {Web Migration Training only}</i></p> <p>To expedite the registration process, users do not have to follow the normal process through the Commerce Learning Center (CLC). Please submit requests via email to CBS.TrainingServices@noaa.gov with “Web Migration Demo” as the subject line and indicate the desired session and an alternate.</p>	<p><u>Gaithersburg, MD</u></p> <p>BOP/RA Apr 1 (8:30-10:30 am) Apr 15 (2:30-4:30 pm)</p> <p>DW/Discoverer Apr 1 (12:30-4:30 pm) Apr 2 (8:30 am-12:30 pm) Apr 7 (9:00 am-1:00 pm) Apr 8 (1:00-5:00 pm)</p> <p>CPCS Apr 1 (10:30am-12:30pm) Apr 2 (1:30-3:30 pm) Apr 7 (2:00-4:00 pm) Apr 8 (9:00-11:00 am) Apr 9 (1:30-3:30 pm) Apr 15 (8:30-10:30 am) Apr 15 (11:00am-1:00 pm) Apr 16 (8:30-10:30 am) Apr 16 (1:00-3:00 pm)</p>	<p><u>Web Conferencing</u></p> <p>BOP/RA Apr 9 (4:00-6:00 pm) Apr 24 (11:00 am-1:00 pm)</p> <p>DW/Discoverer Apr 7 (1:30-5:30 pm) Apr 8 (8:30 am-12:30 pm) Apr 13 (1:00-5:00 pm) Apr 14 (8:30 am-12:30 pm) Apr 15 (12:30-4:30 pm) Apr 16 (8:30 am-12:30 pm)</p> <p>CPCS Apr 7 (10:30 am-12:30 pm) Apr 8 (1:30-3:30 pm) Apr 8 (4:00-6:00 pm) Apr 9 (8:30-10:30 am) Apr 9 (1:30-3:30 pm) Apr 13 (9:00-11:00 am) Apr 14 (3:30-5:30 pm) Apr 15 (8:30-10:30 am) Apr 16 (1:00-3:00 pm) Apr 23 (8:30-10:30 am) Apr 23 (11:00 am-1:00 pm)</p> <p><i>Conducted via conference call and GoToMeeting software; specific instructions will be provided for attendees</i></p>	<p><u>SSMC</u></p> <p>BOP/RA Apr 29 (9:30-11:30 am)</p> <p>DW/Discoverer Apr 28 (12:30–4:30 pm) Apr 30 (8:30-12:30 am)</p> <p>CPCS Apr 28 (9:30-11:30 am) Apr 29 (1:00-3:00 pm)</p> <p><i>Note: Bldg/Room info will be provided to individuals registered for SSMC sessions</i></p> <p><u>CFFB, Kansas City</u> April 20</p> <p><u>EFFB, Norfolk</u> May 1</p> <p><u>MFFB, Boulder</u> April 24</p> <p><u>WFFB, Seattle</u> April 22</p> <p><i>Notes: Bldg/Room info will be provided to individuals registered for specific FFB sessions; Times for individual sessions to be determined.</i></p>

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<p>Purchase Card <i>½ day</i> <i>am: Cardholder & 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><u>Gaithersburg, MD</u> May 8 August 17</p>		<p><u>Silver Spring, MD</u> August 3</p>
<p>C.Request <i>1 day</i></p> <p>Provides training to those individuals on how to create, modify, approve, and submit requisitions in CRequest.</p>	<p><u>Gaithersburg, MD</u> May 21 August 18</p>		<p><u>Silver Spring, MD</u> August 4</p>
<p>C.Buy</p> <p><i>Transition to Client Services Branch is in process; dates will be added to the schedule and distributed in the near future</i></p>	To be determined		
<p>Travel Manager 9.0 <i>2 days -- New users or users with limited experience</i></p> <p>Teaches end-users how to navigate in ITM to create, adjust, amend and cancel domestic and foreign temporary duty (TDY) travel authorizations, vouchers, reclaim, and local travel vouchers. Includes business processes for electronic routing and obligating travel.</p>	<p><u>Gaithersburg, MD</u> May 11-12 June 9-10</p>		

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<p>Signing Vouchers Electronically in ITM 9.0 <i>1 hr session -- Travelers</i></p> <p>Instructs travelers on how to electronically sign vouchers prepared by a group administrator. An extremely simple procedure which requires a minimal amount of time and is an initial step required for the review/approval process that ultimately results in payment of their voucher.</p>		<p><u>Web Conferencing</u> April 6 (3:00 – 4:00 pm)</p>	
<p>Reviewing/Approving in Travel Manager 9.0 <i>2 hr session -- Approving/Routing Officials</i></p> <p>Focuses on showing reviewing/approving officials how to review/approve travel documents and covers business processes for electronic routing and obligating travel.</p>		<p><u>Web Conferencing</u> April 6 (1:00 – 2:30 pm)</p>	
<p>Routing Administration in Travel Manager 9.0 <i>(Routing Administrators)</i> 2 hr session</p> <p>Focuses on showing Routing Administrators how to create and maintain routing lists for their organization; includes business processes for electronic routing and obligating travel.</p>	<p align="center"><i>Training sessions for ITM 9.0 upgrade were conducted from August 2008 – March 2009</i></p> <p align="center"><i>Routing Admin workshops are being conducted for users that have issues with routing lists.</i></p> <p align="center"><i>Please submit requests to CBS.TrainingServices@noaa.gov to participate in a Routing Admin workshop, or if your organization needs training for new Routing Administrators.</i></p>		
<p>Travel Manager 9.0 Refresher <i>1 day -- Existing ITM Users</i></p> <p>Teaches end-users how to navigate in ITM to create basic authorizations, vouchers and local vouchers. Includes business processes for electronic routing and obligating travel.</p>	<p><u>Gaithersburg, MD</u> June 2</p>		

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<p>Budget Operating Plans (BOPS) for New Users <i>2 days {may be scheduled for 1 day @ field locations to maximize training opportunities for multiple applications}</i></p> <p>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.</p>	<p><u>Gaithersburg, MD</u> May 19-20 August 11-12</p>		
<p>Reimbursable Agreements for New Users <i>2 days {may be scheduled for 1 day @ field locations to maximize training opportunities for multiple applications}</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 and generating reports via demonstrations and hands-on exercises. Overview/demo of other available screens/processes and applicable Data Warehouse standard reports are also included.</p>	<p><u>Gaithersburg, MD</u> June 8-9 August 13-14</p>		
<p>Summary Level Transfers (SLT) & Detail Labor Adjustments (DLA) <i>½ day</i></p> <p>Provides 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 addressed.</p>	<p><i>Scheduled upon request</i></p> <p><i>E-Learning course currently under development</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 (DW) concept and relationship to Core Financial system (CFS) to instruct new users on standard reports/query applications. Training encompasses DW access/navigation, basic functionality, and utilization of report parameter screens through hands-on exercises for DW standard report functionality for budget, reimbursables, transaction activity, etc.</p> <p><i>E-Learning course for DW is also available on through the Commerce Learning Center(CLC) via the link for NOAA</i></p>	<p><u>Gaithersburg, MD</u> May 27 Jul 21</p>		
<p>Discoverer (FMC1) for New Users <i>1 day – FMC Business Area</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><u>Gaithersburg, MD</u> May 28 Jul 22</p>		

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Notes:

- › *Registrations must be submitted via Commerce Learning Center at NOAA: <https://doc.learn.com/noaa>
Excluding Web Migration Demos, which can be scheduled by submitting an email to CBS.TrainingServices@noaa.gov*
- › *Virtual Classes are conducted via GoTo Meeting Software/Conference call*
- › *Sessions scheduled for late afternoon are intended to coincide with working hours for users in different time zones*
- › *Additional sessions will be added as classes fill up or upon request based on Line Office needs for specific training*
- › *Special requests, or interest in training at other locations, should be submitted to CBS.TrainingServices@noaa.gov*
- › *Dates are subject to change and classes may be cancelled/rescheduled due to limited registrations*
- › *Schedules at field locations may be adjusted to accommodate specific needs of users at those sites*