

**Financial Systems Division Training Schedule
FY 2010 (1st & 2nd Qtr)**

September 18, 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>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>FSD, MD</u> Oct 21 Feb 22</p> | <p><u>Web Conferencing</u> Nov 17 Feb 3</p> | <p><u>Silver Spring, MD</u> Dec 8 Mar 26</p> <p><u>Seattle, WA</u> Feb 12</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>FSD, MD</u> Oct 22 Feb 23</p> | <p><u>Web Conferencing</u> Nov 18 Feb 4</p> | <p><u>Silver Spring, MD</u> Dec 7 Mar 25</p> <p><u>Seattle, WA</u> Feb 11</p> |
| <p>C.Buy <i>2 days</i></p> <p>Provides training to those individuals on how to process a requisition request in C.Buy</p> | <p><u>FSD, MD</u> Feb 24-25</p> | | |
| <p>Travel Manager 9.0 <i>3 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>FSD, MD</u> Oct 26-28 Jan 26-28</p> | | <p><u>Silver Spring, MD</u> Dec 2-4 Mar 22-24</p> <p><u>Seattle, WA</u> Feb 8-10</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> Oct 29 (3:30-4:30PM) Mar 17 (9:30-10:30AM)</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> Oct 29 (12:30-2:30PM) Mar 17 (3:00-5:00PM)</p> | |
| <p>Routing Administration in Travel Manager 9.0 <i>2 hr session -- (Routing Administrators)</i></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><u>Web Conferencing</u> Oct 29 (9:30-11:30AM) Mar 17 (12:30-2:30PM)</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><i>Dates pending Survey Results</i></p> | TBD | | |

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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>FSD, MD</u> Jan 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>FSD, MD</u> Jan 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><u>FSD, MD</u> Jan 15</p> | | |

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| <p>Data Warehouse & Quick Reports for New Users <i>1/2 day (morning)</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><u>FSD, MD</u> Nov 5 Mar 2</p> | | |
| <p>Discoverer (FMC1) for New Users <i>1/2 day – FMC Business Area (afternoon)</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>FSD, MD</u> Nov 5 Mar 2</p> | | |

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Notes:

- › *Registrations must be submitted via Commerce Learning Center at NOAA: <https://doc.learn.com/noaa>*
- › *Virtual Classes are conducted via GoTo Meeting Software/Conference call*
- › *Virtual 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*