

CAMS Training Calendar
April - September 2004

Updated May 18, 2004

<i>Class</i>	<i>Description</i>	<i>Scheduled Dates</i>	
		<i>Headquarters</i>	<i>ASCs</i>
BOPS	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 FY04 quarterly funds distribution. Overviews of the ACCS, funds management, funds control, cost accumulation, and current reimbursable process are also provided. Users will also be shown the Data Warehouse Budget Reports, the CFS Quick Reports and a demo of the summary level transfer module and the detail labor adjustment screen.	April 12-14 Aug 2-4	WASC May 3-5 CASC July 12-14 MASC Aug 25-27 Cancelled: EASC June 7-9
Data Warehouse	The objectives are to provide an understanding of the Data Warehouse concept, relationship to Core Financial system (CFS), and instruct new users on standard reports/query applications available within the Data Warehouse. This course includes Data Warehouse access, use of the CAMS Navigator, basic functionality, and utilization of report parameter screens through hands-on exercises for the DW standard reports related to Budget, Reimbursable Project Status, Transaction Activity, and Overhead Comparison. Also included is an overview of the Data Dictionary, Labor, and FedEx reports.	May 20 June 24 July 20 Aug 16 Cancelled: Sept 2	WASC May 6 EASC June 10 CASC July 15 MASC Aug 23

Class	Description	Scheduled Dates	
		Headquarters	ASCs
Discoverer (FMC1)	The objective is to provide new users with an understanding of basic features of the Oracle Discoverer tool and introduction to the workbooks available within the FMC business area. 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.	May 21 June 25 July 26 Aug 17 Cancelled: Sept 8	WASC May 7 EASC June 11 CASC July 16 MASC Aug 24
Discoverer (FMC2)	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 worksheet content, rather than Discoverer functionality, to assist users in learning how to take advantage of the various methods available to extract information and depending on the specific purpose, which method works best.	July 27 Aug 18 Sept 9 <i>Note: Materials for these session are currently under development; tentatively scheduled for HQs starting in July, at WASC in conjunction with Reimbursable training and offered at remaining ASCs at a later date.</i>	WASC Aug 2

Class	Description	Scheduled Dates	
		Headquarters	ASCs
Discoverer (LO)	This session is intended for "power users" who need to know more of the unique and special uses of the tool in order to create specialized queries and reports tailored for a specific organization. Users who want to utilize advanced features of the discoverer tool, develop specialized queries, or create additional reports with fields not included in the "generic reports" should attend this training. The 2 day session conducted by Oracle is followed by a 1 day session specific to the CAMS Line Office business area.	April 5-7	
Reimbursable	<p>This class provides an overview of the Reimbursable Agreements Module, as well as procedures and business rules for processing reimbursable agreements and reimbursable sales & other fixed fee reimbursable projects for FY 2005. The three day classes for FMC users focus on establishing reimbursable agreements in CAMS with hands-on exercises, and generating CAMS reimbursable reports. Data Warehouse standard reports applicable to Reimbursables will also be included.</p> <p><i>Note: ASC sessions are designed for FMC and ASC Budget users to attend the first three days and Finance staff to attend on the 1st day (overview) and 4th day (billing and collection)</i></p>	May 17-19 May 24-26 June 2-4 June 7-9 June 21-23 June 28 -30 July 28-30 Aug 10-11 (Budget) Aug 12-13 (AOD)	<p>CASC July 20-22 (LO) July 20&23 (F0)</p> <p>WASC Aug 3-5 (LO) Aug 3&6 (Finance)</p> <p>MASC Aug 17-19 (LO) Aug 17&20 (Finance)</p> <p>Cancelled: EASC June 14-16 (LO) June 14&17 (Finance)</p>

<i>Class</i>	<i>Description</i>	<i>Scheduled Dates</i>	
		<i>Headquarters</i>	<i>ASCs</i>
Travel Manager	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	Apr 19 - 20 Aug 23 -24	MASC: May 6-7 Aug 12-13 WASC May 25-26 June 8-9
Purchase Card	Provides training to cardholders, approving officials and group administrators on how to record , monitor, track, reconcile, approve, and control all activities related to bankcard transactions in the Commerce Purchase Card System	<u>Cardholders</u> June 17 AM June 17 PM June 18 AM <u>Approving Official</u> June 18 PM	MASC: May 5 Aug 11