

**Financial Systems Division Training Schedule  
FY 2016 (3<sup>rd</sup> and 4<sup>th</sup> Qtr)**

June 16, 2016

<i>Class/ Description</i>	<i>Location, Dates, &amp; Type of Training</i>			
	<i>Instructor Led Financial Systems Division (FSD Training Room)</i>	<i>Virtual Training/Webinar (All times Eastern Time Unless otherwise noted)</i>	<i>Instructor Led Field Locations</i>	<i>E-Learning/CBT</i>
<p><b>Budget Operating Plans (BOPS) for New Users</b> <i>2 days</i></p> <p>Intended for those individuals having to work with the Budget Operating Plans (BOPs). Training will include: logging into the system, understanding the navigation, Budget Overview, Funds Management, Funds Control, Allotments, Super Pool, BOP Worksheet, Internal Funds, Cost Accumulation process, Surcharges, NOAALink, FTEs, BOP Changes, and Reimbursable BOPs.</p>		<p><b><u>GoToMeeting</u></b> June 1-2 (1-5pm ET) Aug 24-25 (1-5pm ET)</p>		
<p><b>C.Request</b> <i>2 days</i></p> <p>Intended for those individuals having to procure services and/or goods. Training will include: logging into the system, understanding the navigation, creating/copying/deleting a requisition, approval process, working with accounting, the NOAALink process, and fixing rounding issues.</p>	<p><b><u>Germantown, MD</u></b> May 24-25 (8:30am-4pm) Jul 18-19 (8:30am-4pm)</p>	<p><b><u>GoToMeeting</u></b> Apr 11-12 (1-5pm ET) Jun 21-22 (1-5pm ET)</p>		

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<p><b>C.Award</b> <i>2 days</i></p> <p>Intended for those individuals having to procure services and/or goods. Training will include: logging into the system, understanding the navigation, returning a purchase request, creating award with and without a solicitation, consolidating purchase requests, award modifications and task orders.</p>	<u><b>Germantown, MD</b></u>	<u><b>GoToMeeting</b></u> Apr 13-14 (1-5 pm ET) Jul 20-21 (1-5 pm ET)		
<p><b>Purchase Card (CPCS)</b> <i>½ day</i> <i>am: Cardholder</i></p> <p>Intended for those individuals responsible for using a purchase card and need to log/reconcile their transactions. Training will include: : logging into the system, understanding the navigation, record, monitor, track, reconcile and control all activities related to bankcard transactions in the Commerce Purchase Card System (CPCS) within the Commerce Business System (CBS).</p>	<u><b>Germantown, MD</b></u> May 19 (8:00am-12:00pm) Jul 6 (8:00am-12:00pm)	<u><b>GoToMeeting</b></u> Apr 5 (1-5 pm ET) Jun 7 (1-5pm ET) Aug 18 (1-5 pm ET)		<i>Available via CLC @NOAA</i>

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<p><b>Purchase Card (CPCS)</b> <i>½ day</i> <i>pm: Approving Official</i></p> <p>Intended for those individuals responsible for approving purchase card expenses. Training will include: logging into the system, understanding the navigation, record, monitor, track, reconcile, approve and control all activities related to bankcard transactions in the Commerce Purchase Card System (CPCS) within the Commerce Business System (CBS).</p>	<p><u><b>Germantown, MD</b></u> May 19 (1-4pm) Jul 6 (1-4pm)</p>	<p><u><b>GoToMeeting</b></u> Apr 6 (1-4 pm ET) Jun 8 (1-4pm ET) Aug 22 (1-4 pm ET)</p>		<p><i>Available via CLC @NOAA</i></p>
<p><b>Data Warehouse &amp; Quick Reports for New Users</b></p> <p>Intended for those individuals that need to monitor budget or reimbursable information using standard reports. Training will include: logging into the system, understanding the navigation, basic functionality, and utilization of report parameter screens through hands-on exercises for the DW standard reports related to Budget and Reimbursables.</p>		<p><u><b>GoToMeeting</b></u> May 10 (1-5 pm ET) Aug 9 (1-5 pm ET)</p>		

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<p><b>Discoverer (FMC1) for New Users</b></p> <p>Intended for those individuals that need an understanding of basic features of the Oracle Discoverer tool with an introduction to the workbooks available within the FMC business area. Training will include: logging into the system, understanding the navigation, 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.</p>		<p><b><u>GoToMeeting</u></b> May 11 (1-4 pm ET) Aug 10 (1-4 pm ET)</p>		
<p><b>Reimbursable Agreements for New Users</b> <i>2 days</i></p> <p>Intended for those individuals having to work with Reimbursable Agreements. Training will include: logging into the system, understanding the navigation, reimbursable background, policy and procedures as well as filling out various Reimbursable forms.</p>				<p><i>Available via CLC @NOAA</i></p>

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<p><b>Reviewing/Approving in Travel Manager</b> <i>2 hr session -- Approving/Routing Officials</i></p> <p>Intended for Reviewing or Approving Officials who are required to review/approve travel documents with Travel Manager. Training will include: logging into the system, understanding the navigation, reviewing the document, and stamping the documents with their correct status. We also include for the Approving Officials how to stamp documents for excepted travelers who do not route.</p>		<p><b>GoToMeeting</b> May 12 (2-4 pm ET) Aug 11 (2-4 pm ET)</p>		<p><i>Available via CLC @NOAA</i></p>
<p><b>Routing Administration in Travel Manager</b> <i>2 hr session -- (Routing Administrators)</i></p> <p>Intended for individuals who are or are going to be Routing Administrators. Training will include: logging into the system, understanding the navigation, understand the regulations pertaining to delegation as well as the cross-walk for their line offices in order to create/maintain their office routing lists in Travel Manager. Also, includes running a report to view common errors found when setting up routing lists.</p>		<p><b>GoToMeeting</b> May 26 (2-4pm) Aug 23 (2-4 pm ET)</p>		<p><i>Available via CLC @NOAA</i></p>

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<p><b>Signing Vouchers Electronically in Travel Manager</b> <i>1 hr session -- Travelers</i></p> <p>Intended for travelers whose vouchers are prepared by a group administrator and are now required to stamp their document SIGNED in Travel Manager. Training will include: logging into the system, understanding the navigation, understand when to stamp voucher signed, and signing off their document electronically in the system to start the review/approval process which ultimately results in payment.</p>		<p><b>GoToMeeting</b> May 5 (2-3 pm ET) Aug 4 (2-3 pm ET)</p>		<p><i>Available via CLC @NOAA</i></p>
<p><b>Travel Manager for New Users</b> <i>3 days -- New users or users with limited experience</i></p> <p>Intended for new individuals who need to create electronic travel documents in the system. Training will include: logging into the system, understanding the navigation, creating, adjusting, amending and cancelling domestic and foreign temporary duty (TDY) travel documents. It also covers such things as accounting, meals and lodging, conference, leave/non-duty days, and international date line.</p>	<p><b><u>Germantown, MD</u></b> Jul 12-14 (8:30am-4:00pm)</p>	<p><b>GoToMeeting</b> Apr 26-28 (1-5 pm ET) Jun 14-16 (1-5 pm ET)</p>		

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<p><b>Travel Manager Refresher Basic</b> <i>1 day -- Existing ITM Users</i></p> <p>Intended for existing users who want a refresher of creating basic travel documents. Training will include: logging into the system, understanding the navigation, create basic authorizations, vouchers, local vouchers, reclaims, how to add and allocate accounting to a travel document and how to adjust/amend/cancel a travel document.</p>	<p><u><i>Germantown, MD</i></u> May 17 (8:30am-4pm)</p>	<p><u><i>GoToMeeting</i></u> Aug 16 (1-5 pm ET)</p>		
<p><b>Travel Manager Refresher Intermediate</b> <i>1 day -- Existing ITM Users</i></p> <p>Intended for existing users who want a refresher of more complex travel documents. Training will include: logging into the system, understanding the navigation, create travel documents for things such as Award Ceremonies, Conferences, Cancellations, Foreign Travel, including leave, registration fees, and multiple locations, subject to availability of funds (SAF) and Pre-Paid Expenses.</p>	<p><u><i>Germantown, MD</i></u> May 18 (8:30am-4pm)</p>	<p><u><i>GoToMeeting</i></u> Aug 17 (1-5 pm ET)</p>		

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<p><b>Travel Manager – Subject to Availability of Funds (SAF)</b> <i>2 hr session</i></p> <p>Intended to new &amp; existing users who want to understand how to create authorizations in the current Fiscal Year that cross or are starting in the New Fiscal Year. Training includes examples that cross Fiscal Years and begins in the New Fiscal Year.</p>		<p><b>GoToMeeting</b> Aug 31 (2-4pm ET) Sep 8 (2-4pm ET) Sep 14 (2-4pm ET) Sep 20 (2-4pm ET)</p>		<p><i>Available via CLC @NOAA</i></p>

**Notes:**

- = Registrations must be submitted via Commerce Learning Center at NOAA: <https://doc.csod.com>
- = Virtual Classes are conducted via GoTo Meeting Software
- = 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](mailto: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