

**Financial Systems Division Training Schedule
FY 2021 (1stQtr)**

September 11, 2020

Class/ Description	Location, Dates, & Type of Training			
	Instructor Led Financial Systems Division (FSD Training Room)	Virtual Training/Webinar (All times Eastern Time Unless otherwise noted)	Instructor Led Field Locations	E-Learning/CBT
<p>Budget Operating Plans (BOPS) for New Users <i>3 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>	<u>Germantown, MD</u>	<p><u>GoToWebinar</u></p> <p>Nov 16-18 (1-5PM)</p>		
<p>C.Request <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 a requisition, approval process, working with accounting, fixing rounding issues and creating modification requisitions.</p>	<u>Germantown, MD</u>	<p><u>GoToWebinar</u></p> <p>Oct 6-7 (1-5PM) Nov 2-3 (1-5PM) Dec 1-2 (1-5PM)</p>		

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<p>C.Award <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>Germantown, MD</u>	<p><u>GoToWebinar</u></p> <p>Oct 27-28 (1-5PM) Nov 9-10 (1-5PM) Dec 9-10 (1-5PM)</p>		
<p>Data Warehouse & Quick Reports for New Users <i>4 hrs (Virtual)</i></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>GoToWebinar</u></p> <p>Oct 15 (1-5PM)</p>		

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<p>Discoverer (FMC1) for New Users <i>3 hrs (Virtual)</i></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><u>GoToWebinar</u></p> <p>Oct 22 (1-4PM)</p>		

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<p>E2 System Basics and OBE Training <i>3 hrs (Virtual)</i></p> <p>Intended for those individuals that need an understanding of the system basics and online booking engine for the ETS2 Travel system. This training includes: The E2 hierarchy structure, user types, user roles, how to get access to E2, logging into E2, E2 basic navigation, the E2 profile, the TMC profile, reservation basics, saving a reservation, creating a TA from reservation and fees.</p> <p>It is suggested that this class be taken first before any other E2 Training as it contains the basic that will not be covered in any other E2 Travel Training.</p>		<p><u>GoToWebinar</u></p> <p>Oct 5 (1-4PM) Oct 29 (10AM-1PM) Nov 12 (10AM-1PM) Nov 30 (1-4PM) Dec 3 (10AM-1PM) Dec 14 (1-4PM)</p>		<p>Available via CLC @NOAA</p>

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<p>E2 Travel Basic 2 days</p> <p>Intended for those individuals that need an understanding who need to create electronic travel documents in the system. Training will include: Creating a basic authorization, copying an authorization, Recalling and adjusting an authorization, adding accounting as well as allocating it, creating an authorization with leave, duty station not in per diem and multiple locations on an authorization. It also includes the basic voucher, reclaim voucher, supplemental voucher and local voucher.</p> <p>It is suggested that you take the E2 System Basics and OBE training prior to taking this course. This course will not be covering anything dealing with the travel profiles or reservations.</p>	<p><u>Germantown, MD</u></p>	<p><u>GoToWebinar</u></p> <p>Oct 13-14 (1-5PM) Nov 4-5 (1-5PM) Dec 7-8 (1-5PM)</p>		

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<p>E2 Travel Intermediate <i>2 days</i></p> <p>Intended for those individuals that need an understanding who need to create electronic travel documents in the system. Training will include: Creating authorizations for pre-paid costs, meal provided, long term temporary duty station, International Date Line, cost comparison, no cost, Invitational, Not Federally Sponsored travel and Subject to Availability of Funds.</p>	<u>Germantown, MD</u>	<p><u>GoToWebinar</u></p> <p>Oct 19-20 (1-5PM) Nov 23-24 (1-5PM) Dec 15-16 (1-5PM)</p>		
<p>E2 SAF <i>2 hours</i></p> <p>Intended for those individuals need to know how Subject to Availability of Funds (SAF) works in the E2 Travel system.</p>		<p><u>GoToWebinar</u></p>		
<p>E2 Approving Official</p> <p>Intended for those individuals that approve documents in the E2 Travel System.</p>				<i>Available via CLC @NOAA</i>

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<p>Summary Level Transfers (SLT)</p> <p>Intended for those individuals having to complete Summary Level Transfers.</p>				<i>Available via CLC @NOAA</i>
<p>De-obligations</p> <p>Intended for those individuals using reports to get de-obligation information.</p>				<i>Available via CLC @NOAA</i>
<p>Reimbursable Agreements for New Users</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>				<i>Available via CLC @NOAA</i>

Notes:

- = *Registrations must be submitted via Commerce Learning Center at NOAA: <https://doc.csod.com>*
- = *Virtual Classes are conducted via GoToWebinar 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*
- = *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*