The Budget Office Training classes for Spring 2014:

Budget Essentials #1 – Queries and Reports
This course - originally a portion of Essential Tools for Budget Managers – has been retooled and will focus on basic queries and reports in Banner, including how to save your reports to excel format instead of printing hardcopies. This hands-on course is targeted for new employees in a position to manage budgets, or as a refresher for those currently in this type of position. Class size will be limited to 10 with a waitlist of up to 4 additional people.

Date/Time:    Apr 15th (Tues)       9:00 – 11:30

Pre-Requisites:
Must have own Banner access and password.

Budget Essentials #2 – Transfers
This course will cover the “how” and “when” for the various types of budget transfers. Financial Reporting will also cover expense transfers during this session. We will spend time reviewing the Expense/Revenue Transfer Guide flowchart to reinforce in which situations each type of transfer should be applied. This course is designed to be equally informative for both new employees in a position to manage budgets and for old hands who want to keep updated on the revised procedures.

Date/Time:    Apr 22nd (Tues)       1:00 – 3:00

Understanding and Managing Designated, Restricted and Agency Funds
This course is designed as a lecture and discussion of the process for creating, submitting and managing budgets for designated, restricted and agency funds. The participant will gain an understanding of how these funds work and their differences from current funds. This course is targeted at those persons who are responsible for establishing and managing these types of funds.

Date/Time:    April 23rd (Wed)     1:00 – 2:00

Salaries Management  **NEW COURSE**
This course is designed as a lecture and discussion of the terminology and process for managing salaries from both the budget office and the department side. The participant will gain an understanding of how the process works, how savings are generated, allowed uses for temporary salary savings, avenues for additional salary funding, how to fill a position and future changes. This course is targeted at those persons who are involved in budgeting even if they are not directly responsible for position management.

Date/Time:    April 16th (Wed)      1:30 – 3:00
              April 24th (Thurs)       9:00 – 10:30

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Enroll via the Faculty/Staff Development Online Registration page on myLearning
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All Training will be conducted in the AT&T Training Room – Bannister Hall, 2nd Floor
Contact Margaret Caldwell @ x62583 with any questions