

Financial Management

FY-2008

October 2007 - September 2008



Training and Education Catalog

Achieving Financial Results

through

Training and Education

www.fms.treas.gov/tas - 202-874-9560 - fax 202-874-9629

Financial Management Service has just the training you need...

We're pleased to present our FY-2008 Financial Management Training and Education Catalog. The Financial Management Service continues to provide an array of services that strive to meet the training and education needs of our customers.

Our training and education vision is "to train and educate the right people, at the right time, in the right way!" This vision reflects a very customer oriented philosophy and approach to how we provide our services to you. We provide high quality, accessible and flexible services that will produce performance results.

We have upgraded and revamped our course material to reflect changes implemented by Treasury and Office of Management and Budget. Please keep visiting our web-site: www.fms.treas.gov/tas for all the latest developments and changes to our curricula.

Thank you for taking the time to review our 2008 Training and Education catalog. I look forward to the opportunity to meet your agency's training and educational needs now and in the future.



www.fms.treas.gov/tas
202-874-9560

Table of Contents

About Our Training	4
Agency On-site Training	5
Course Descriptions	6 - 13
Certifying Officers - Your Roles and Responsibilities	
Dollars and Sense	
FACTS I - Reporting Proprietary Accounting Data	
FACTS II - Reporting Budget Execution Data	
FMS 224: Statement of Transactions	
Governmental Budgeting and Accounting Concepts	
IPAC	
Practical Applications of Appropriations Law	
Prompt Pay	
Reconciling the Fund Balance w/Treasury	
SF-133: Report on Budget Execution	
U.S. Standard General Ledger: Advanced	
U.S. Standard General Ledger: Basic	
U.S. Standard General Ledger: Intermediate	
Special Training Events	14
2008 Year-End Closing Seminar	
18th Annual Govt. Financial Management Conference	
Schedule of Training	16-17
General Information	18-19
Training Location and Directions	
Registration Information	20
Registration Form	21

About Our Training

The Government-wide Accounting's Agency Accounting Division (AAD), Education Branch, also known as Treasury Agency Services (TAS) offers the latest and most complete financial management information available today. We are part of the Department of Treasury's Financial Management Service (FMS) and our unique relationship with the FMS enables students to stay informed and keep up with Treasury and other federal accounting and reporting requirements.

Through training, we help financial, non-financial program managers and their staffs improve the reliability of their financial operations and information. We can meet your agency's needs and provide continuing professional education credit in a number of ways.

Open Enrollment. Our training is offered on an open-enrollment basis with scheduled dates, course prerequisites and recommended follow-on course sequences. Students may register for the course that best suits their needs.

Agency-Specific On-Site. Our courses are also available as agency on-site training when and where you may need it. We bring our highly qualified instructors and lively presentations to your door whether you need one course or several courses. Our staff is eager to meet your training needs, by customizing courses to integrate your agency's specific requirements.

Skills-Based Instruction. Our content provides practical solutions to real-world accounting and reporting situations. Courses are designed to provide practical skills and hands on-training to ensure that students receive the financial management, knowledge, skills and abilities in demand today.

Instructor Expertise. Our cadre of instructors has broad and strong expertise in federal financial management. All have been certified to teach our Treasury courses.

Continuing Professional Education Credit (CPEs). The AAD Education Branch - Treasury Agency Services is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of Continuing Professional Education (CPE) Sponsors. State Boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to National Registry of CPE Sponsors, 150 Fourth Avenue North, Suite 700, Nashville, TN 37219-2417. Website: www.nasba.org. All of our training courses and events meet continuing education and professional certification requirements

through NASBA.



Treasury Agency Services is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Suite 700, Nashville, TN, 37219-2417. Web site: www.nasba.org

Core Competencies. Our financial management courses support core competencies for accounting, budget analysts, and financial managers - providing the knowledge and skills you need to improve job effectiveness.

Agency On-site Instruction

All Agency Accounting Division, Education Branch - Treasury Agency Services' courses are available for agency on-site presentations when and where you may need them. We bring our highly qualified instructors and lively presentations directly to your door. On-site instruction saves time and travel expenses and offers flexibility in scheduling.

Agency-Specific On-site Instructions are:

- Conducted for groups of 15 or more students
- Tailored or customized for agency needs (upon request)
- Conducted at your agency facility
- Provided under Statement of Work and Interagency Agreement;
- May be paid for by Government issued credit card, IPAC, Purchase Order, or SF-182 Training Form

On-site training is easy to arrange too! Select the financial education course(s) that you need delivered at your training facility, determine your preferred delivery dates, then submit your request by email to this office or call us at (202) 874-9560. To find out more, call us at (202) 874-9560 and ask about on-site instruction!



We will come to You!

Course Description

Certifying Officers: Your Roles and Responsibilities

1-day Course Credit: 8 CPEs Tuition: \$345.00

This course explains the legal role and responsibilities of Certifying Officers. Students learn about the differences between Certifying Officers and other accountable officers, the role of the Certifying Officer in the payment process, and the Certifying Officer's legal liability if a loss occurs. Through a close examination of relevant statutes and Comptroller General decisions, this course provides Certifying Officers with the knowledge to certify with confidence that federal payments are legal, proper and correct. Students work in teams to solve practical exercises and case studies

The major topics include:

- ▶ Legal Liability and Relief of Accountable Officers
- ▶ Automated Payment Systems
- ▶ Electronic Certification
- ▶ Duplicate Check Losses
- ▶ Proper Collection Action

Who should attend:

Certifying Officers or other Accountable Officers (Disbursing Officers, Imprest Fund Cashiers, Collecting Officers).

Prerequisites:

None

Dates

November 20, 2007
April 29, 2008
September 5, 2008

Dollars and Sense: Making Sense of Treasury's Central Accounting Requirements

2-day Course Credit: 16 CPEs Tuition: \$485.00

This excellent course is an informative overall introduction to government financial management. Students become acquainted with the historical context of the Federal government and the legal concepts that drive Congressional appropriation actions.

This course presents budgetary and cash financial reporting documents, explains the interrelationships of these forms and discusses impending reporting changes. This course also presents the financial documents that trace and record the movement of appropriated and other federal funds from appropriation through financial reports.

The major topics include:

- ▶ Government historical perspective
- ▶ The Federal Budget Process
- ▶ Appropriation Law case studies
- ▶ Federal Account Symbols & Titles
- ▶ Agency Location Codes (ALCs/DSSNs)
- ▶ Budgetary formula and OMB reports SF 132 & 133
- ▶ FMS 6200 Warrant and FMS 1151 Non Expenditure Transfer Authorization
- ▶ Collection/disbursement documents & monthly reports
- ▶ FMS 224 (or FMS 1219/1220) Reporting

Who should attend:

Budget Analysts, Financial Program personnel, Accountants, Auditors, Federal Accounting systems design or implementation specialists. Excellent for those in need of a complete overview of government financial management.

Prerequisites:

None

Dates

March 13-14, 2008
June 3-4, 2008
August 26-27, 2008

Course Description

FACTS I: Reporting Proprietary Accounting Data

2-day Course Credit: 16 CPEs Tuition: \$485.00

This course provides a comprehensive examination of the FACTS I reporting system and the Office of Management and Budget (OMB) form and content statements. These reports form the basis for information presented in Treasury's annual Financial Report of the U.S. Government and for agency annual audited financial statements required by the Chief Financial Officers' Act, Government Performance and Results Act and the Government Management and Reform Act. FACTS I system reporting requirements will be presented and discussed in depth. The OMB required basic financial statements will be outlined with content and display requirements. Course exercises are used to demonstrate the content, preparation and review of FACTS I and Form & Content reports.

The major topics include:

- ▶ Authoritative reporting guidance (*OMB Circular A-34, Treasury Financial Manual and OMB 97-01*)
- ▶ FACTS I; the system, components, edits, structure, and system outputs
- ▶ Form & Content reports (*Balance Sheet, Statements of Net Cost, Budgetary Resources, Financing, Changes of Net Position, and Custodial Activity*)
- ▶ Relationship of the FACTS I to agency financial reports
- ▶ SGL Trial Balance information

Who should attend:

Personnel involved with the input or preparation of data for input to FACTS I and/or preparation of the Agency/Entity's federal financial reports including accountants, analysts, budget personnel and auditors.

Prerequisites:

Participants should have knowledge of the U.S. Standard General Ledger

FACTS II: Reporting Budget Execution Data

2-day Course Credit: 16 CPEs Tuition: \$485.00

FACTS II is a financial management system used to collect budget execution data required by the SF 133: Report on Budget Execution (a quarterly report that contains information on the sources of budget authority and the status of budgetary resources by individual fund or appropriation), the FMS 2108: Year-End Closing Statement (an annual report that contained year-end fund resources, uses, and unobligated balances by individual appropriation or fund) and much of the initial set of data for the Program and Financing (P & F) Schedule – prior year column.

The major topics include:

- ▶ In-depth discussion of the SGL as it relates to FACTS II
- ▶ Budgetary Accounts, Fund Balance w/Treasury and Investments
- ▶ FMS 2108 Year End Closing Statement and SF 133 Report on Budget Execution (*How these reports are generated*)
- ▶ FACTS II system requirements and edits (*agency implementation example*)
- ▶ Auditing FACTS II information

Who should attend:

Accountants working at the operational and transactional level including preparers and reviewers; Auditors of year-end reports, financial statements, and budget reports; and Budget Analysts responsible for the formulation and execution of agency budget reports.

Prerequisites:

Participants should have knowledge of:

- Basic Governmental Accounting
- U.S. Standard General Ledger (SGL) accounts related to the FMS 2108 and the SF 133

Dates

May 15-16, 2008
September 8-9, 2008

Dates

February 11-12, 2008
April 22-23, 2008
September 29-30, 2008

Course Description

FMS 224: Statement of Transactions

1 1/2-day Course Credit: 12 CPEs Tuition: \$450.00

This primer course reviews the purpose and preparation of the FMS 224: Statement of Transactions used by Federal agencies for whom Treasury Regional Financial Centers (RFCs) issues payments. Focusing on reporting by 8-digit Agency Location Code and Appropriation and other fund symbols, students learn how to report deposit and disbursement transactions and the source documents used to prepare the report. *Special Note:* This course includes report submission via GOALS II, effective August 2000.

The major topics include:

- ▶ Terms and concepts
- ▶ Deposit and disbursement processes used by most Federal agencies
- ▶ Submission deadlines
- ▶ Reporting by Federal accounts (*Receipts, Expenditure and Suspense*)
- ▶ Document preparation (by section/by line)
- ▶ Making corrective entries
- ▶ Collection, disbursement and check cancellation source documents used to prepare the report (FMS 215, 5515, 1166, IPAC, 145)
- ▶ Spotting "red flags" and edit checks in reporting
- ▶ GOALS II "Internet" submission

Who should attend:

Preparers, reviewers especially Auditors and Systems personnel or anyone interested in a comprehensive explanation of the FMS 224: Statement of Transactions. Excellent for those with no prior knowledge.

Prerequisites:

None

Governmental Budgeting and Accounting Concepts

2-day Course Credit: 16 CPEs Tuition: \$485.00

This course consolidates and replaces two of our previously offered classes: Basic Accounting Concepts and Accrual World. This foundation course provides an excellent non-technical introduction to governmental budgeting and accounting. Students will become acquainted with budgeting and accounting terms as well as the historical context of the federal government and legal concepts that drive Congressional appropriations. Using the accounting model, government accounting principles are learned and applied. This class is a great introduction to the Standard General Ledger courses.

The major topics include:

- ▶ Definition of accounting terminology
- ▶ Fundamental accounting principles
- ▶ The SGL chart of accounts
- ▶ The Budgetary and Proprietary Equations
- ▶ Legislative accounting mandates
- ▶ The Federal Budget Process
- ▶ What is Budgetary Accounting
- ▶ Identify how agencies are financed
- ▶ Standard financial statements/reports

Who should attend:

Accountants, Budget Analysts, Financial/Program Managers, and anyone interested in gaining a thorough understanding of accounting and budgeting terms/concepts. Anyone engaged in designing or developing federal accounting systems will greatly benefit from this course.

Prerequisites:

None

Dates

December 11-12, 2007
May 6-7, 2008
July 22-23, 2008
September 18-19, 2008

Dates

February 13-14, 2008
March 26-27, 2008
August 11- 12, 2008

Course Description

IPAC Course

1-day Course Credit: 8 CPEs Tuition: \$345.00

The Intra-Governmental Payment and Collection (IPAC) System is one of the major components of the Government On-Line Accounting Link System II (GOALS II). The IPAC application's primary purpose is to provide a standardized interagency fund transfer mechanism for Federal Program Agencies (FPAs). IPAC facilitates the intragovernmental transfer of funds, with descriptive data, from one FPA to another. On-line transactions will be processed immediately.

The IPAC system contains multiple components which are: 1) the IPAC application; 2) the Retirement and Insurance Transfer System (RITS); and 3) the Treasury Receivable Accounting and Collection System (TRACS) interface.

The major topics include:

- ▶ IPAC collection and disbursement transactions
- ▶ IPAC adjustments and zero dollar activity
- ▶ Viewing and printing reports
- ▶ Agency special requirements and parent/child relationships
- ▶ End of month reporting on the FMS 224
- ▶ Statement of Differences (FMS 6652) caused by incorrect IPAC reporting

Who should attend:

Users of the IPAC system. Also, preparers, reviewers, accountants and anyone interested in an understanding of how the IPAC system works and can be used in reconciling interagency accounting differences.

Prerequisites:

None

Practical Applications of Appropriations Law

2-day Course Credit: 16 CPEs Tuition: \$485.00

This course is a "must" for every career Federal employee. It offers an introduction to frequently cited laws and Comptroller General decisions. Starting with the Federal Budget Process, the course tracks an agency's appropriation from beginning to end. Focusing on the practical application of information, the course explains the legal availability of funds according to Purpose, Time, and Amount.

The major topics include:

- ▶ GAO Classification of Appropriations, Obligations and Deobligations
- ▶ The Necessary Expenses Doctrine
- ▶ Lump Sum Appropriations
- ▶ The Anti-Deficiency Act
- ▶ The Bona Fide Needs Rule
- ▶ Legal Liability and Relief of Accountable Officers
- ▶ Continuing Resolutions
- ▶ The Economy Act
- ▶ Food, Gifts and Business Cards
- ▶ Judgement Fund Responsibilities

Case studies and practical exercises help students apply the concepts and understand the impact of Comptroller General decisions on their program areas. GAO's latest decisions will be provided and discussed.

Who should attend:

Anyone who wishes to understand the Federal Appropriations process and its implications for Federal agencies.

Prerequisites:

None

Dates

March 25, 2008
July 17, 2008

Dates

October 23-24, 2007
March 20-21, 2008
September 16-17, 2008

Course Description

Prompt Pay

1-day Course Credit: 8 CPEs Tuition: \$345.00

This course focuses on the Prompt Payment Act. Students will be able to understand policies and procedures regarding the federal payment process and how to determine payment due dates plus how to calculate interest penalties and discounts.

The major topics include:

- ▶ Prompt Payment Act
- ▶ Application of the Prompt Payment Act
- ▶ Terminology used in the Prompt Payment process
- ▶ Guidelines regarding the Federal Payment process
- ▶ Prompt payment standards required notices to vendors
- ▶ Required documentation
- ▶ How to determine payment due dates
- ▶ How to calculate late payment interest penalties
- ▶ How to calculate discounts

Who should attend:

Accountants and Financial personnel or anyone from supervisors to accounting technicians or voucher examiners who are responsible for preparation, examination, and certifying an organization's payments will greatly benefit from this course.

Prerequisites:

None

Dates

March 6, 2008
June 24, 2008

Reconciling the Fund Balance w/Treasury

1-day Course Credit: 8 CPEs Tuition: \$345.00

This exceptional course explains the relationship of monthly agency reporting to Treasury summary account balances produced at the agency location code level. FMS has determined that fund balance reconciliation includes cash reconciliation process (Statement of Differences) and the reconciliation of Treasury's summary appropriation account reports to agency records. This useful course offers suggestions for investigating/resolving differences and reporting adjustments. This course revision now incorporates the Statement of Differences reconciliation process.

The major topics include:

- ▶ Description and explanation of the cash reconciliation process: FMS 6652: Statement of Differences Support listings for deposit and disbursing transactions Statement of Differences letters
- ▶ Description and explanation of fund balance reconciliation process w/Treasury summary reports:
 - FMS Form 6653: Undisbursed Appropriation Account Ledger
 - FMS Form 6654: Undisbursed Appropriation Account Trial Balance
 - FMS Form 6655: Receipt Account Reports
- ▶ Sample SGL 1010 transactions
- ▶ Comprehensive case study

Who should attend:

Accountants and auditors responsible for reviewing agency fund balances and audit results.

Prerequisites:

Participants should be familiar with the FMS 224: Statement of Transactions and have some understanding of the U.S. Standard General Ledger.

Dates

December 13, 2007
May 8, 2008
July 29, 2008
September 22, 2008

Course Description

SF-133: Report on Budget Execution

2-day Course Credit: 16 CPEs Tuition: \$485.00

This course is designed to help individuals who prepare or want to understand the components of the SF-133 and how the document is used. The SF-133: Report on Budget Execution is a quarterly report that contains information on the sources of budget authority and the status of budgetary resources by individual fund or appropriation.

The major topics include:

- ▶ Background and structure of the SF-133; how to apply OMB Circular A-11 guidance when preparing the SF-133.
- ▶ Budgetary Accounts, Fund Balance w/Treasury and Information included on each line of the form and how it is used; line-by-line guidance on the SF-133 preparation.
- ▶ Tracking and reporting current year direct and reimbursable budget authority
- ▶ OMB Circular A-11

Who should attend:

Accountants and budget analysts working at the operational and transactional level including preparers and reviewers; auditors of year-end reports, financial statements, and budget reports; and budget analysts responsible for the formulation and execution of agency budget reports.

Prerequisites:

Participants should have knowledge of:
- U.S. Standard General Ledger (SGL) budgetary accounts related to the SF-133.

Governmentwide Financial Reporting System - FIRST

2-day Course Credit: 16 CPEs Tuition: \$485.00

As time proceeds, Agency Account Division will be developing, scheduling, and delivering financial education courses and consulting for U.S.G. clients that correspond with the Financial Management Services's Governmentwide Accounting new initiatives.

New GWA 'To Be' Model

A new financial education course and consulting will be developed entitled the GWA 'To Be' Model which addresses the forthcoming holistic government-wide solution to many of the current financial reporting issues being addressed by U.S. Government agencies. Governmentwide financial reporting will improve with the implementation of GWA Modernization Systems, FIRST, and GFRS. Using the U.S. SGL as the standard and the foundation for all financial reporting systems will ensure data consistency and integrity. These three systems and processes with appropriation integration will vastly enhance the integrity, control, and timeliness auditability of all government-wide financial data and reporting. The vision will have one transaction system and one reporting system with the ability to account for the movement of funds by Treasury Account Symbol at the time of the original transaction, thereby eliminating the SF 224 and other fund account reporting for day-to-day transactions. The system will incorporate all collections, payments and intra-governmental transaction systems with the Account Statement allowing one Governmentwide report for agencies to reconcile and adjust their FBWT reporting.

FIRST

FIRST will be the one agency financial reporting system, combining and streamlining the current reporting systems

Dates

November 27-28, 2007

February 5-6, 2008

April 15-16, 2008

June 10-11, 2008

September 24-25, 2008

Course Description

U.S. Standard General Ledger: Basic

2-day Course Credit: 16 CPEs Tuition: \$485.00

This course presents the U. S. Government Standard General Ledger (SGL) document components and explains the objectives and policies of the SGL. It is designed to differentiate between budgetary and proprietary accounting and explains the integration of budgetary and proprietary SGL accounts.

This course is continuously updated to present the most recent changes to accounts and pro forma entries. SGL: Basic is the first course in the SGL series of courses.

The major topics include:

- ▶ Accounting for basic operating appropriations and reimbursable work
- ▶ Information contained in the SGL accounts and how the accounts are used
- ▶ The most common accounting transactions and accounts used in Federal agencies
- ▶ Practical exercises and case studies to reinforce course content

Who should attend:

Those proficient at the operational and transactional level of Federal accounting will find this course useful.

Prerequisites:

None

U.S. Standard General Ledger: Intermediate

2-day Course Credit: 16 CPEs Tuition: \$485.00

This course reviews the U.S. Government Standard General Ledger (SGL) document components. Integrating the Budgetary and Proprietary accounts for both Direct Funds and Reimbursable Funds are discussed.

This course is intended for those individuals who have completed the SGL Basic and feel that they have a need for instruction on the SGL before attending the advance course. Practical exercises and case studies are used to reinforce course content.

The major topics include:

- ▶ Accounting for direct appropriations and reimbursable work
- ▶ SGL account titles and descriptions and how they are used
- ▶ Accounting transactions and accounts used in Federal agencies
- ▶ Practical exercises and case studies to reinforce course content

Who should attend:

Those individuals that attended SGL-Basic several years ago wanting a refresher or those needing additional information on basic SGL concepts before moving into a more advanced SGL environment.

Prerequisites:

SGL Basic or working knowledge of the USSGL

Dates

October 25-26, 2007	January 15-16, 2008
February 25-26, 2008	April 1-2, 2008
May 13-14, 2008	July 8-9, 2008
August 19-20, 2008	September 13-14, 2008

Dates

November 6-7, 2007
January 22-23, 2008
May 20-21, 2008

Course Description



Conference and Seminars
Agency On-Site Training
Open Enrollment Classes
CPEs



U.S. Standard General Ledger: Advanced

2-day Course Credit: 16 CPEs Tuition: \$485.00

This companion SGL course continues the explanation of the most common U.S. Government Standard General Ledger transactions for operating appropriations and reimbursable work.

SGL: Advanced includes additional SGL accounts, descriptions, and pro forma entries.

The major topics include:

- ▶ Closing, expiring, and canceling entries for reimbursable and direct funding
- ▶ Allocation entries for intra-fund transfers
- ▶ Unfunded liabilities and expenses
- ▶ Current year adjusting entries for:
 - Obligations different from commitments
 - Expenditures different from obligations
 - Payments with discounts
 - Reimbursable orders

Who should attend:

Those proficient at the operational and transactional level of Federal accounting will find this course useful.

Prerequisites:

SGL: Basic and/or SGL: Intermediate

Dates

November 16-17, 2007
January 29-30, 2008
March 4-5, 2008
April 8-9, 2008
May 29-30, 2008
July 15-16, 2008
September 11-12, 2008

Special Training Events

2008 Year-End Closing Seminar

1-day Event Credit: 8 CPEs Tuition: \$525.00

Early Bird Registration: \$485.00 (must register and pay for seminar by June 1, 2008)

The ever popular Year-End Closing Seminar presents the latest information for agency submission of year-end reporting. Subject matter experts from OMB, Treasury, FASAB, and other agencies present pertinent information about financial reporting requirements.

Participants will be informed of the latest financial reporting information, and receive guidance on year-end reporting prior to the preparation of their agency financial statements.

The major topics include:

- ▶ TFM Procedures
- ▶ Form and content of agency financial statements
- ▶ Year-end reconciliation procedures
- ▶ FACTS I & FACTS II instructions
- ▶ Year-end reporting due dates
- ▶ Critical reporting references (TFM, Websites, etc.)

Who should attend

This seminar is ideal for members of the CFO and IG offices, especially accountants, auditors, managers, and others in the financial management community that are involved in preparing or reviewing annual financial reports and statements. Especially useful for those desiring instructional year-end reporting training.

Prerequisites

None.

18^h Annual Government

Financial Management Conference

3-day Event Credit: up to 24 CPEs Tuition: \$915.00

Early Bird Registration: \$875.00 (must register and pay for conference by June 1, 2008)

This exceptional annual conference attracts a capacity audience of over 500 government financial managers in search of up-to-date, expert information on improvements advancements, and developments in federal financial management. All of the presentations are given by financial management experts, such as, CFOs and Deputy CFOs, Congressional staff members, corporate personnel and individuals who have been involved in the design and development of Federal financial management changes.

Our Annual Government Financial Management Training Conference offers the latest topics and most interesting developments in financial management. The training conference includes plenary sessions, keynote address, concurrent breakout sessions, networking reception, and corporate and government exhibits.

Conference Benefits:

- ▶ Choose from a variety of financial management topics
- ▶ Over 50 sessions and plenaries in the areas of accounting, reporting, auditing, technology, human resources, and budgeting.
- ▶ Learn the latest developments and improvements in financial practices, systems and operations
- ▶ Gain financial leadership perspectives from distinguished plenary speakers
- ▶ Network with financial colleagues
- ▶ Government and corporate exhibitors

Who should attend

This training is ideal for a range of financial management and related disciplines. All levels, from technician to executive level personnel, will find this conference relevant and informative.

Substitution: Conference and seminar enrollment substitutes are acceptable any time up to the event start date. Please advise us as soon as possible of the substitution. If the substitution occurs less than 5 business days prior to the training event, the name change may not have been updated on our sign-in sheets. Therefore, check in at the registration desk using the last name of the originally registered participant. (Only one substitution allowed for the original enrolled person.)

Date	Location
August 4, 2008	(To Be Determined)

Date	Location
August 5-7, 2008	(To Be Determined)

Treasury, at *Your* service.

GET READY FOR TWO WONDERFUL EVENTS!

Mark your calendar for :

August 4, 2008

2008 Year-End Closing Seminar

August 5-7, 2008

18th Annual Government Financial
Management Conference

The **F**inancial **M**anagement **S**ervice
offers
accounting, consulting and training



Visit our website at www.fms.treas.gov/tas

Schedule of Training

Oct

16-17 GFRS - FIRST
23-24 Practical Application of Appropriations Law
25-26 U.S. Standard General Ledger - Basic

Nov

6-7 U.S. Standard General Ledger - Intermediate
15-16 U.S. Standard General Ledger - Advanced
20 Certifying Officer
27-28 SF-133 Budget Execution

Dec

11-12 FMS 224: Statement of Transaction
13 Reconciling the Fund Balance with Treasury

Jan

9-10 GFRS - First
15-16 U.S. Standard General Ledger - Basic
22-23 U.S. Standard General Ledger - Intermediate
29-30 U.S. Standard General Ledger - Advanced

Feb

5-6 SF-133 - Budget Execution
11-12 FACTS II - Reporting Budget Execution Data
13-14 Governmental Budgeting and Accounting Concepts
25-26 U.S. Standard General Ledger - Basic

Mar

4-5 U.S. Standard General Ledger - Advanced
6 Prompt Pay
13-14 Dollars & Sense
17-18 GFRS - First
20-21 Practical Applications of Appropriations Law
25 IPAC

Apr

1-2 U.S. Standard General Ledger - Basic
8-9 U.S. Standard General Ledger - Advanced
15-16 SF-133 - Budget Execution
22-23 FACTS II - Report Budget Execution Data
29 Certifying Officer

Schedule of Training

1-2 GRFS - FIRST
6-7 FMS 224: Statement of Transaction
8 Reconciling the Fund Balance with Treasury
13-14 U.S. Standard General Ledger - Basic
15-16 FACTS I - Reporting Proprietary Accounting Data
20-21 U.S. Standard General Ledger - Intermediate
29 -30 U.S. Standard General Ledger - Advanced

May

3-4 Dollars and Sense
10-11 SF-133 Budget Execution
17-18 GFRS - FIRST
24 Prompt Pay

Jun

8-9 U.S. Standard General Ledger - Basic
15-16 U.S. Standard General Ledger - Advance
17 IPAC
22-23 FMS 224: Statement of Transaction
29 Reconciling the Fund Balance with Treasury

Jul

4 2008 Year End Closing Seminar
5-7 18th Annual Government Financial Management Conference
11-12 Governmental Budgeting and Accounting Concepts
14-15 GFRS - FIRST
19-20 U.S. Standard General Ledger - Basic
26-27 Dollars and Sense

Aug

5 Certifying Officer
8-9 FACTS I - Reporting Proprietary Accounting Data
11-12 U.S. Standard General Ledger - Advanced
16-17 Practical Applications of Appropriations Law
18-19 FMS 224 Statement of Transaction
22 Reconciling the Fund Balance with Treasury
24-25 SF-133 Budget Execution
29-30 FACTS II - Reporting Budget Execution Data

Sep

General Information

Agency Accounting Division (AAD) Education Branch, also known as Treasury Agency Service (TAS) was initially established as a Franchise Fund Pilot by the Government Management Reform Act of 1994 (Public Law 103-356). The Treasury fund was then established by Public Law 104-208 and it mandates that Treasury Agency Services only accept funding from “applicable appropriations and funds available to the Department and other Federal Agencies for which such administrative and financial services are performed.” Accordingly, Treasury Agency Service may only accept payments for instructional services from federal agencies and not from “non-profits” or contractors.

Confirmations

Confirmation notices are sent automatically via e-mail to students registered in courses and workshops no later than 10 business days prior to the start date. If you do not receive a confirmation notice, please contact us immediately.

Travel

We suggest travel reservations be made after receipt of confirmation letters. Cancellations may occur due to low enrollment.

Inclement Weather/Snow Policy

When the Office of Personnel Management announces that:

- ▶ The federal government is Closed, then TAS courses are cancelled. Students will be notified of future course offerings or rescheduling and be provided the opportunity to reschedule training. Our main line (202) 874-9560 will provide most updated status.
- ▶ The federal government is Open with Unscheduled Leave, a message posted on the main line (202) 874-9560 will inform students of class status including changed start/end times and rescheduling instructions if appropriate.
- ▶ The federal government is Open with no Unscheduled leave, courses will proceed as scheduled.

Payments

Payments must be received by Treasury Agency Services prior to students attending any training class, conference, and/or seminar. Payments must be received in this office 3 days prior to class. We must have a copy of a signed SF-182 training form or registration form with credit card information before students are allowed into the training event.

Admission

Our courses are open to all Government employees and individuals that are funded by the U.S. Government. Student enrollment payments must be made by a U.S. Government agencies.

Substitutions

Course enrollment substitutes are acceptable any time up to the course start date. For conference or seminar substitutes, please advise us at least 5 business days prior to the training event and check in at the registration desk using the last name of the originally registered participant.

Cancelled Courses

Classes may be cancelled or dismissed early due to emergency or inclement weather when the federal government instructs employees not to report to work or dismisses them early. Classes missed due to these situations may be made up at a later date.

Refunds

You may drop a course and receive a full refund if you provide written notice no less than (2) two weeks prior to the course start date. If you should have to cancel, then a written notification is required by fax (202-874-9629), e-mail or by mail for student enrollment cancellations. After that date, you may send a substitute in your place but no refunds will be made. No shows will be charged the full tuition.

Waiting Lists

When courses are full, students are automatically enrolled in the next available scheduled date and written notification is provided.

Course Hours

Courses are conducted from 8:30 am to 4:00 pm unless otherwise stated. Students are expected to complete the entire course and should make their travel arrangements accordingly. Failure to attend the entire course may result in not receiving full CPEs or a certificate of training for the course.

Special Needs

If special aids or services addressed in the Americans with Disabilities Act are required, please notify us in writing upon registration or at least 10 business days in advance of the event. Contact the registration department at (202)874-9560 if you need additional information. Sign-interpretation services are available upon written request. For conferences, seminars and workshops, vegetarian meals are available upon written request for those with special dietary needs. Please indicate your dietary requirement when registering for training events or no later than 10 business days prior to the event.

Training Materials

Each course includes a student manual, case studies and practical exercises. Student manuals are an integral part of courses and cannot be purchased separately. Training materials for conferences and seminars will be posted on our website. We will make every attempt to have speaker presentations posted at least one week prior to the conference/seminar.

Attendance Certification

To receive a training certificate for successful completion with continuing professional education credit, you must attend the full course, or seminar. The conference CPE training certificate will be based on the receipt of attendee's self-certification form.

General Information

Training Location and Directions

Our training facility is conveniently located at Prince George's Plaza Metro Building II. The facilities is located one (1) block from the Prince George's Metro Stop (Green Line) and across the street from the Prince George's Plaza Shopping Mall. This area is undergoing a major redevelopment with many new shops, restaurants, and an entertainment complex being added to our complex.

Directions to ADD, Education Branchy - Treasury Agency Services.

FMS strongly encourages our visitors to take advantage of the Washington Metro system to get to Prince George's Metro Center II building. Our building is located at:

Prince George's Metro Center II
3700 East-West Highway,
Hyattsville, MD 20782
(202) 874-9560

Once you arrive at the building and check in at the guard station, an FMS employee will meet you and escort you to the training room. To expedite your entrance into the building, please make sure that you have your government issued ID.

Metro to Prince George's Metro Center II:

Take the Green Line train (in the direction of Greenbelt) until the Prince George's Plaza Station.

Exit the metro station on the East-West Highway side and walk to your right until you come to a light at Belcrest Road and East-West Highway.

Cross over East-West Highway so that you are on the opposite side from the Metro Station.

The building is just past Belcrest Road on East-West Highway, on your left.

If you get to Adelphi Road, you've gone too far.

Enter the building through the main entrance (look for the flags) and check in with the guards.

Driving to Prince George's Metro Center II:

From the Capital Beltway:

Exit 28B New Hampshire Avenue south (Route 650) toward Takoma Park

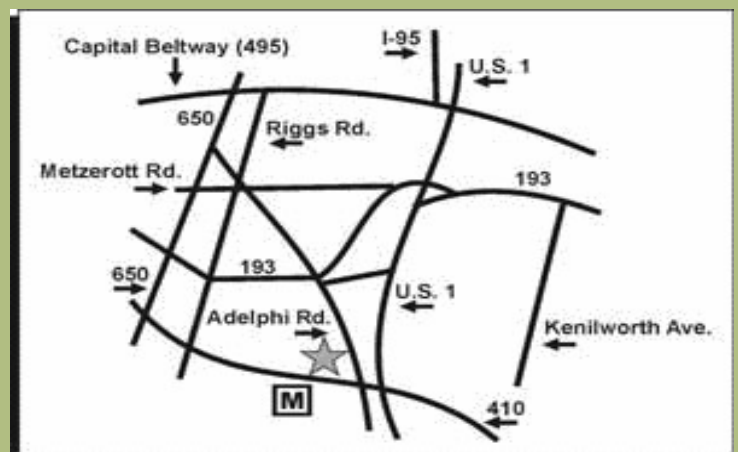
At second light, turn left on Adelphi Road.

Stay on Adelphi Road and pass the National Archives, University of Maryland, Northwestern High School, and Hyattsville Library.

Turn right on East-West Highway (Route 410)

FMS is the first building on the right.

There is no visitor parking available directly in front of the FMS building. A paid visitor parking lot is available for \$7.00 and is located behind the building. Entrance to the covered parking garage can be accessed from Toledo Road.



Registration Information

Completing the registration form will temporarily “hold” a space for you. Your space will be guaranteed when we receive your agency-authorized training form or other form of payment. If we have not received your payment by the start of the class, you will not be permitted to attend the training.

For your convenience, Treasury Agency Services offers a variety of registration options. For fastest service, register via our website(FMS employees only) or by fax.

Our website...

www.fms.treas.gov/tas

By fax...

Complete the registration and training authorization forms, along with payment information and send them to:

Registrations
Treasury Agency Services
Facsimile 202/874-9629

By mail...

Complete the registration and training authorization forms, along with payment information and mail them to:

Agency Accounting Division
Education Branch - TAS
3700 East West Highway
Room 700E
Hyattsville, MD 20782

Registration Process - How to Enroll

1. Complete the registration form.
2. Submit registration by fax or mail.
3. Include your form of payment with the registration form.
4. If paying by credit card, include information on the registration form. If submitting form of payment via an SF-182, fax copy of the Training form to 202-874-9629.
5. Payment must be received in this office 3 days prior to training.

Method of Payments

Treasury Agency Services accepts any Federal agency-authorized training form. For example:

- SF 182 Training Authorization Form*
- DD 1556 Training Authorization Form *
- Purchase Orders *
- Interagency agreements *
- Credit Card

*It is imperative that your SF 182 include your correct 8-digit Agency Location Code (ALC).

Payment Processing

All payments will be processed after the completion of the training class, conference, and/or seminar. Treasury Agency Services will submit payment documents to the Bureau of Public Debt (BPD) immediately following the end of training. BPD will process credit card payments and/or will create the IPAC transactions.

If you have any questions regarding the payment processing timeframe or need to trace a payment, contact Treasury Agency Services at 202-874-9560.

Confirmation

Confirmation notices are sent 10 business days prior to course start date.

Financial Management Service, Agency Accounting Division

**Financial Education Course Enrollment
Registration and Payment Form**

Send all requests by facsimile to Registrar @ 202-874-9629

Telephone: 202-874-9560

Classroom: Classes will be held in Room G-105A - Classes commence at 08:30 a.m.

Address: FMS, Agency Accounting Division
Prince George's Metro Center II Building
3700 East West Highway
Room 700 E
Hyattsville, MD 20782

Catalog: Our Training & Education Catalog and course offerings can be viewed on website
www.fms.treas.gov/tas.

Part I: For Enrollment and Registration ---- Fill In This Section

COURSE YOU ARE ENROLLING: _____

DATE(S) OF COURSE: _____

ENROLLEE'S NAME: _____

GOVT AGENCY EMPLOYED: _____

MAILING ADDRESS: _____

TELEPHONE AND FAX NUMBER: _____

E-MAIL ADDRESS _____

Does Enrollee have special needs for the hearing impaired and/or require translator? YES NO

Part II: If you elect to pay by Government Credit Card – Fill In This Section

Notice: Completion of this form constitutes Economy Act and/or Training Act interagency agreement paying for the training of U.S. Government (U.S.G.) employee(s) and/or U.S.G. contractors.

CREDIT CARD HOLDER NAME _____

CREDIT CARD TYPE AND NUMBER _____

EXPIRATION DATE _____

CREDIT CARD HOLDER PHONE _____

TUITION AMOUNT PAID _____

CREDIT CARD HOLDER SIGNATURE _____

Part III: If you elect to pay by other methods, e.g., SF 182, attach your payment document and fax it with this completed enrollment request.

DEPARTMENT OF THE TREASURY
FINANCIAL MANAGEMENT SERVICE
GOVERNMENTWIDE ACCOUNTING
AGENCY ACCOUNTING DIVISION
EDUCATION BRANCH

Room 700E
3700 East West Highway
Hyattsville, MD 20782

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