

Financial Management

Training and Education Catalog

FY-2010

October 2009 - September 2010



**Achieving Financial Results through
Training and Education**

**Department of the Treasury
Financial Management Service
Agency Accounting Division**

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

Financial Management Service

Financial Management Training and Education

2010 At a Glance...

We continue to experience growth and change. New financial management education courses have been added to our curriculum. The implementation of on-line student registrations and on-line Pay.Gov credit card payments have been crucial to our success.

As the U.S. Treasury, Financial Management Service, Governmentwide Accounting, Agency Accounting Division, we deliver federal financial management education courses and training under auspices of the Government Employee Training Act. Not only do we provide this training for all federal, state, and local government employees at our training facility here in Hyattsville, Maryland; we also provide training for our government clients at their global training centers.

All of our federal financial management education courses are accompanied by NASBA certified Continuing Professional Education Credits (CPEs) that your employees require for career progression.

Each year we host the Department of Treasury, Financial Management Service's Year-End Closing Seminar and Annual Financial Management Conference in Washington, D.C. These events provide in-depth and valuable guidance and information on the latest financial management policies and procedures. In August 2010, we will host these events at the Ronald Reagan Building & International Trade Center in Washington, D.C.

Please enjoy reading this training catalog and also visit our official website for additional information. If you have questions, please contact us.

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



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About Our Training

The Government-wide Accounting's Agency Accounting Division (AAD), Education Branch 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 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 financial operations and information. We can meet an agency's needs and provide continuing professional education credit in a number of ways.

Open Enrollment. We offer a multitude of federal financial education courses here at our training facility in Hyattsville, Maryland. Students may register for the courses that best suit their individual needs. Your point of contact is Linda McNeil and she can be reached at Linda.McNeil@fms.treas.gov.

Agency-Specific On-Site. We deliver on-site training at your federal training centers by means of Interagency Agreements and Statements of Work. Our instructors and student materials are sent to your training centers when your needs arise. Your training managers determine the subject courses and the training days and together we deliver the on-site training at your location. Your point of contact is Ronald.Bollinger@fms.treas.gov.

Skills-Based Instruction. Our courses provide 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 applicable financial management, knowledge, skills and abilities that are in demand today.

Instructor Expertise. Our cadre of instructors have broad and extensive federal financial management experience and expertise. The majority of our instructors are GS-15, GS-14, and GS-13 federal employees each having over 25 years of federal financial management experience in the career fields and courses that they instruct.



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. Our NASBA Account is 103662.

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

Agency On-Site Instruction

All Agency Accounting Division, Education Branch courses are available for agency on-site presentations when and where you may need them. Using a cost-reimbursement method, we bring our highly qualified instructors and lively presentations directly to your door. On-site instruction saves mission and employee 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 training facility
- Provided under Statement of Work and Interagency Agreement

On-site training is easy to arrange. Training Managers select the financial education course(s) that they need delivered at their training facility, determine the preferred delivery dates, then submit the requests by email to Ronald.Bollinger@fms.treas.gov.



We will come to You!

Course Descriptions

Certifying Officers: Your Roles and Responsibilities

1-day Course Credit: 8 CPEs Tuition: \$400.00

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 19, 2009
February 9, 2010
April 27, 2010
July 13, 2010
September 9, 2010

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

2-day Course Credit: 16 CPEs Tuition: \$520.00

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 9-10, 2010
June 8-9, 2010

Course Descriptions

FACTS I: Reporting Proprietary Accounting Data

2-day Course Credit: 16 CPEs Tuition: \$520.00

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 and 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: \$520.00

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 contains 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

December 15-16, 2009
April 20-21, 2010
September 14-15, 2010

Dates

January 21-22, 2010
May 25-26, 2010

Course Descriptions

FIRST

2-day Course Credit: 16 CPEs Tuition: \$520.00

This course helps agency personnel understand the method FMS is using to integrate data collected through multiple reporting systems; helps agency personnel learn where to find information in the FMS systems that will help them do their accounting and reporting; reinforces the importance of the U.S. Standard General Ledger and the role it plays in improving the consistency of agency reporting; and improves the quality of the Financial Report of the U.S. Government (FR) by improving the consistency of agency reporting.

The major topics include:

The course is scenario-based.

- ▶ Follow the activities of a couple of Treasury Account Symbols through several accounting events.
- ▶ Post those events to USSGL accounts, prepare trial balances, and edit amounts against data from the central accounting system.
- ▶ Working in teams and sharing of thoughts is encouraged.

Who should attend:

Students should be federal accountants with a good working knowledge of the USSGL. Those who prepare reports for Treasury and OMB (FACTS I and II and GFRS).

Prerequisites: None

Dates

October 15-16, 2009

March 16-17, 2010

August 17-18, 2010

FMS 224: Statement of Transactions

1 1/2-day Course Credit: 12 CPEs Tuition: \$490.00

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.

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

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

Dates

December 1-2, 2009

May 11-12, 2010

September 28-29, 2010

Course Descriptions

Governmental Budgeting and Accounting Concepts

2-day course credit: 16 CPEs Tuition: \$520.00

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

February 16-17, 2010
March 25-26, 2010
July 27-28, 2010

IPAC Course

1-day Course Credit: 8 CPEs Tuition: \$400.00

The Intra-Governmental Payment and Collection (IPAC) System is the preferred method of making payments between federal agencies. 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

Dates

March 23, 2010
July 16, 2010

Course Descriptions

Practical Applications of Appropriations Law

2-day Course Credit: 16 CPEs Tuition: \$520.00

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

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

Prompt Pay

1-day Course Credit: 8 CPEs Tuition: \$400.00

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

October 20-21, 2009
March 18-19, 2010
May 4-5, 2010
July 20-21, 2010

Dates

March 5, 2010
June 22, 2010

Course Descriptions

Reconciling the Fund Balance w/ Treasury

1-day Course Credit: 8 CPEs Tuition: \$400.00

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.

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 and any employee submitting the FMS 224 into Treasury.

Prerequisites: None

Dates

December 4, 2009
May 14, 2010

SF-133: Report on Budget Execution

2-day Course Credit: 16 CPEs Tuition: \$520.00

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.

Dates

November 24-25, 2009
February 2-3, 2010
April 13-14, 2010

Course Descriptions

U.S. Standard General Ledger: Basic

2-day Course Credit: 16 CPEs Tuition: \$520.00

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

Dates

October 27-28, 2009
December 8-9, 2009
February 23-24, 2010
April 6-7, 2010
July 6-7, 2010
August 24-25, 2010

U.S. Standard General Ledger: Intermediate

2-day Course Credit: 16 CPEs Tuition: \$520.00

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

November 3-4, 2009
May 18-19, 2010

Course Descriptions

U.S. Standard General Ledger: Advanced

2-day Course Credit: 16 CPEs Tuition: \$520.00

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

Fundamentals of Federal Financial Accounting

2-day Course Credit: 16 CPEs Tuition: \$520.00

This course provides a topical overview of many federal financial management programs. Students will become familiar with various financial programs and gain insights into how the programs work.

The major topics include:

- ▶ The Federal Budget Process
- ▶ Appropriations Law
- ▶ Agency Locator Codes
- ▶ Treasury Account Symbols
- ▶ Governmentwide Accounting
- ▶ Legislative History
- ▶ Steps in the Accounting Process
- ▶ Comparison of Accounting and Budget Process
- ▶ Key Players
- ▶ Accounting Concepts and Definitions
- ▶ General Ledger-Journal-Trial Balance
- ▶ Standard General Ledger
- ▶ Standard Chart of Accounts
- ▶ Accrual vs Cash Basis Accounting
- ▶ Financial Reports and Statements
- ▶ Pre-Closing
- ▶ FACTS I and FACTS II
- ▶ SF-133, Statement of Budgetary Resources

Who should attend:

Anyone who wishes to understand the above federal financial programs.

Prerequisites: None

Dates

November 17-18, 2009
January 26-27, 2010
March 2-3, 2010
April 8-9, 2010
June 1-2, 2010
September 21-22, 2010

Dates

October 13-14, 2009
January 12-13, 2010
March 11-12, 2010
June 15-16, 2010

Course Enrollments, Payments, and Confirmations

New procedures must be followed by students who wish to enroll in our Open Enrollment class offerings held here in Hyattsville, Maryland.

First Step: Visit our website, www.fms.treas.gov/tas, and look at our current Education & Training Catalog. Review the financial education course offerings that are of interest to you.

Second Step: Select the subject and the date of the class offering that you wish to enroll and attend.

Third Step: Fill-out online your information for the course you want to attend. You will then be re-routed to Pay.Gov where you must either provide a Government or Personal credit card in payment.

Fourth Step: Once you have paid on-line by credit card, Pay.Gov will send you an automatic email confirmation of your payment.

Fifth Step: The Pay.Gov email that you receive is your confirmation to attend the selected course. At this point, you are fully registered and confirmed seating will be held for you in the respective course. You will receive no other type of enrollment confirmation correspondence from this agency.

We no longer process hardcopy forms, correspondence, or faxes for class enrollments. Our business and financial procedures only allow for processing on-line website enrollments and on-line Pay.Gov credit card payments. Therefore, any registration requests made by means other than our website and Pay.Gov will be returned to the sender unprocessed.

Go to Treasury's FMS - GWA - AAD
website:

www.fms.treas.gov/tas

for:

- **Conferences and Seminars**
 - **Program Updates**
 - **New Course Offerings**
- **Training Schedule Date Changes**
 - **Registrations**
- **Pay.Gov Credit Card Enrollment Payments**



Special Training Events

2010 Year-End Closing Seminar

1-day Event Credit: 8 CPEs Tuition: \$570.00

Early Bird Registration: \$500.00 (must register and pay for seminar by June 1, 2010)

The ever popular Year-End Closing Seminar presents the latest information for agency submission of year-end reporting. Subject matter experts from OMB and Treasury 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.

20th Annual Government Financial Management Conference

2-day Event Credit: up to 16 CPEs Tuition: \$820.00

Early Bird Registration: \$775.00 (must register and pay for conference by June 1, 2010)

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 Conference offers the latest topics and most interesting developments in financial management. The training conference includes plenary sessions, keynote address, concurrent breakout sessions, and corporate and government exhibits.

Conference Benefits:

- ▶ Choose from a variety of financial management topics
- ▶ Breakout 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.

Date

Location

August 2, 2010

Ronald Reagan Building

Date

Location

August 3-4, 2010

Ronald Reagan Building

Treasury, at *Your* service.

Mark your calendar for :

August 2, 2010

2010 Year-End Closing Seminar

August 3-4, 2010

**20th Annual Government Financial
Management Conference**

These events will be held at the Ronald Reagan Building & International Trade Center in Washington, D.C.



Agency Accounting Division

Telephone: 202-874-9560

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

Schedule of Training

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 27-28 U.S. Standard General Ledger - Basic

Nov 2009

3-4 U.S. Standard General Ledger - Intermediate
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Feb 2010

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Mar 2010

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 9-10 Dollars & Sense
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Apr 2010

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Schedule of Training

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18-19 U.S. Standard General Ledger - Intermediate
25-26 FACTS II - Reporting Budget Execution Data

May 2010

1-2 U.S Standard General Ledger-Advanced
8-9 Dollars and Sense
15-16 Fundamentals of Federal Financial Accounting
22 Prompt Pay

Jun 2010

6-7 U.S. Standard General Ledger - Basic
13 Certifying Officer
16 IPAC
20-21 Practical Applications of Appropriations Law
27-28 Governmental Budgeting and Accounting Concepts

Jul 2010

2 2010 Year End Closing Seminar
3-4 20th Annual Government Financial Management
Conference
17-18 FIRST
24-25 U.S. Standard General Ledger - Basic

Aug 2010

9 Certifying Officer
14-15 FACTS I - Reporting Proprietary Accounting Data
21-22 U.S. Standard General Ledger - Advanced
28-29 FMS 224 Statement of Transaction

Sep 2010

General Information

Confirmations

The Pay.Gov payment confirmation email that you receive (after having paid on-line with government or personal credit card) is your class enrollment confirmation.

Training Location - Classroom

All courses will be held at the Financial Management Service, Governmentwide Accounting, 3700 East West Highway, Hyattsville, Maryland, in classroom G-105A. We are located near both the Ronald Reagan National Airport and the Baltimore Washington International Airport. We are two blocks from the Prince Georges Plaza Metro Stop on the Green Line.

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 made by government or personal credit card via Pay.Gov prior to students attending any training classes, conferences, or seminars. This is the only accepted method of payment.

Admission

Our courses are open to all federal, state, and local Government employees and their affiliates that are funded by the U.S. Government.

Substitutions

Substitutions are not permitted in our courses, seminars, or conferences. Since all enrollments are done on-line via our website and payments are made by means of Pay.Gov; a separate and distinct transaction must follow each student enrollment by name.

Cancelled Courses

Classes may be cancelled or dismissed early due to emergencies or inclement weather. Classes missed due to these situations may be made up at a later date. We reserve the right to cancel any scheduled course due to operational and mission necessity. When courses are cancelled, we will notify each student by email and refund any registration fees by means of Pay.Gov to the credit card holder's account.

Refunds

You may drop or cancel your course enrollment up to ten (10) calendar days before the course is scheduled to convene. You must notify this office in writing with your name, the course name, the date of the scheduled course, and your Pay.Gov tracking ID number. We will either refund your credit card payment by means of Pay.Gov to the credit card holder's account; or, at your request, move your enrollment to another course delivery date of your choosing. No verbal or telephonic requests for cancellations, refunds, or changing of course dates will be processed. If you do not cancel your confirmed enrollment in writing within the ten (10) calendar days you will be billed for the entire course. See Page 21.

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.

Training Materials

Each course includes a student manual. 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

You must attend the full course, seminar, or conference to receive a completion certificate. Failure to do so will result in your not receiving a certificate of training and Continuing Professional Education (CPE) credits will not be awarded.

Special Needs

If special aids or services addressed in the Americans with Disabilities Act are required, please send an email to Linda.McNeil@fms.treas.gov at least 14 business days in advance of the scheduled class, seminar or conference. Sign-interpretation services are available upon written request. For conferences, seminars and workshops, special meals are available upon written request for those with special dietary needs.

Our Main Telephone Line

Our main line 202-874-9560 is used by us to provide our clients and students with valuable information pertaining to our services, curriculum and special events. Our recording gives you the respective points of contact in this agency so that you may call our employees direct. Do not leave any messages on 202-874-9560 as your messages will be unanswered.

Where We Are Located

Training Location and Directions

Our training facility is conveniently located at Prince George's Plaza Metro Building II. Our facilities are 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. Many new shops, restaurants, and an entertainment complex have been added near our facility.

Our building is located at Prince George's Metro Center II, 3700 East-West Highway, Hyattsville, Maryland 20782. When you arrive at the building, check-in at the guard station and follow the signs to our training room G-105A. To expedite your entrance into our building, please have your government identification badge/card available.

Metro to Prince George's Metro Center II

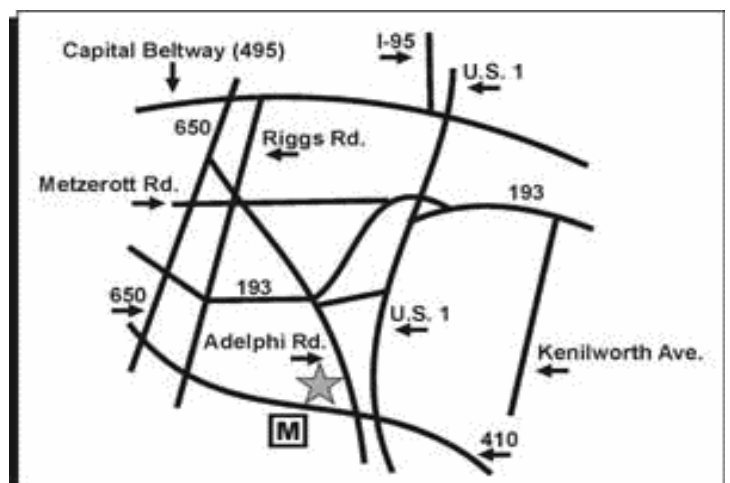
Take the Green Line train (in the direction of Greenbelt) until you reach the Prince George's Plaza Station. Exit the metro station on the East-West Highway side and walk to your right until you come to a light at Belcrest Road and East-West Highway. Cross over East-West Highway so that you are on the 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.

Parking at our Facility

When you arrive at our building, drive to the back of the building and park in the new 5-story parking garage. There is no free parking in any area near our building and we do not validate parking fees paid. Do not park in any reserved parking stalls nor in front of our federal building.



Registration Information

All registrations will be performed on-line by visiting our website, www.fms.treas.gov/tas, reviewing our Training & Education Catalog, selecting the course and date of delivery, and paying by either government or personal credit card via Pay.Gov. There are no other means of registering for any of our courses, seminars, or conferences. An email confirmation will be sent to you electronically via Pay.Gov once you have successfully registered and paid. The Pay.Gov payment email that you receive is your confirmed registration for seating at our events.

Method of Payments

We accept Federal Issue Credit Cards or Individual/ Personal Credit Cards

Payments are processed through the Pay.gov secure on-line network

Confirmations

Confirmation notices will be sent to you via Pay.Gov when your payment has been processed.

All classes will be held at the Financial Management Service, 3700 East West Highway, Hyattsville, MD in Room G-105A unless otherwise indicated.

All seminars and conferences will be held at the Ronald Reagan Building & International Trade Center, Washington, D.C.



Refund Information

If you have paid for a course and wish a refund because you are unable to attend, submit an email request to Ronald.Bollinger@fms.treas.gov requesting that your payment be refunded. Remember that your request must be submitted no later than ten (10) calendar days prior to the scheduled event delivery date.

Include in your email the following information: Your name, the name of the course you want refunded, the date the course is/was scheduled, the dollar amount you want refunded, and the Pay.Gov Tracking Identification Number applicable to your previous payment. Provide an explanation as to why you are requesting a refund.

After research, our office will either contact you personally to resolve any issue; or, we will process an immediate refund via Pay.Gov to the credit card account holder.

We do not issue 'credits' for any classes, seminars or conferences. We directly reimburse the credit card holder's account for all refunded payments that we approve.

Notes

Notes

DEPARTMENT OF THE TREASURY
FINANCIAL MANAGEMENT SERVICE
GOVERNMENTWIDE ACCOUNTING
AGENCY ACCOUNTING DIVISION
EDUCATION BRANCH
Room 706D
3700 East West Highway
Hyattsville, MD 20782

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Permit G-4

