

FY-2013

October 2012 - September 2013



Financial Management Training and Education Catalog

**Department of the Treasury • Financial Management Service
Governmentwide Accounting/Agency Accounting Division**

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

Financial Management Service

Financial Management Training and Education

2013 at a Glance...

As part of 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 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 Annual Financial Management Conference in Washington, D.C. This event provides in-depth and valuable guidance and information on the latest financial management policies and procedures. The event will be hosted on August 19-21, 2013, in Washington, D.C.

Please enjoy reading this training catalog and also visit our official website for additional information and updates. 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. 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.

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 Accounting Division 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.

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
- 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

U.S. Standard General Ledger: Basic

2-day Course Credit: 16 CPEs Tuition: \$570.00

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 16-17, 2012 December 11-12, 2012 March 5-6, 2013 June 11-12, 2013
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Course Descriptions

U.S. Standard General Ledger: Intermediate

2-day Course Credit: 16 CPEs Tuition: \$570.00

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 wanting a refresher or those needing additional information on basic SGL concepts before moving into a more advanced SGL environment.

Prerequisites:

SGL Basic

U.S. Standard General Ledger: Advanced

2-day Course Credit: 16 CPEs Tuition: \$570.00

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 Intermediate

Dates **November 6-7, 2012**
 February 5-6, 2013
 April 9-10, 2013
 July 16-17, 2013

Dates **November 14-15, 2012**
 February 26-27, 2013
 April 16-17, 2013
 July 23-24, 2013

Annual Conference

August 19-21, 2013

23rd Annual FMS Financial Management Conference

Planning for the 2013 conference has commenced. It will be held in the Washington, D.C. area and the exact location will be published later. The price to attend the event is \$300.00. To enroll, visit our website (www.fms.treas.gov). It is highly recommended that you register early for the event because last year we reached maximum facility seating capability and were forced to close registrations which precluded a number of people from attending the event. See the last pages of this catalog for further conference related information.

This financial management conference will share important federal financial program overviews, year-end closing information, and budget and accounting information. The conference program agenda will be uploaded to our website in July 2013.

This well attended conference attracts a capacity audience of government financial management employees in search of the latest information on improvements, advancements, and developments in federal financial management.

Conference Benefits

- ▶ Choose from a variety of federal financial management topics
- ▶ Breakout sessions in the areas of accounting, reporting, auditing, investment, and budgeting.
- ▶ Learn the latest developments and improvements in financial practices, systems and operations
 - ▶ Network with financial colleagues

There will be no early bird rates nor special pricing discounts offered to attend the event. Food and drinks will not be provided.

Date

August 19-21, 2013

Location

Washington, D.C.

Schedule of Training

Oct 2012	16-17	USSGL Basic
Nov 2012	6-7 14-15	USSGL Intermediate USSGL Advanced
Dec 2012	11-12	USSGL Basic
Jan 2013		
Feb 2013	5-6 26-27	USSGL Intermediate USSGL Advanced
Mar 2013	5-6	USSGL Basic
Apr 2013	9-10 16-17	USSGL Intermediate USSGL Advanced
May 2013		
Jun 2013	11-12	USSGL Basic
Jul 2013	16-17 23-24	USSGL Intermediate USSGL Advanced
Aug 2013	19-20-21	23rd Annual FMS Financial Conference
Sep 2013		

Registration Information

All registrations must be performed on-line by visiting our website (www.fms.treas.gov/tas), review our Training & Education Catalog, select the course and date of delivery, and then pay by either government or personal credit card via Pay.Gov. There are no other means of registering or paying to attend any of our courses or conference. Once having paid to attend the course, Pay.Gov will send to the payee an email that includes a Pay.Gov tracking number. It is requested that all course and conference attendees bring this Pay.Gov payment confirmation email to class. In the cases where your unit credit card holder made the credit card payment, an email confirmation will be sent to the credit card holder who has paid your enrollment fee. Be sure to get a copy from them and bring it with you.

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

Enrollments

Only U.S. Government (federal) employees and bonafide government contractors are eligible to attend the courses that we offer.

**Registration is available on-line,
7 days a week, 24 hours a day,
from any computer - anywhere!**

TRAINING LOCATIONS

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

Annual Conference: The Washington, D.C. location for the 23rd Annual Financial Management Conference will be advertised later. See the last page for more conference information.



Course Enrollments, Payments, and Confirmations

The following procedures must be followed by students who wish to enroll in Open Enrollment classes held in Hyattsville, Maryland; or, the conference held in Washington, D.C.

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

Second Step: Select the course and the date of the course 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 the payment. If your agency credit card holder makes the payment, the pay.gov confirmation will be sent to them. Get a copy from them.

Fifth Step: The Pay.Gov email that you or your credit card holder receives 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. Be sure to bring a copy of your Pay.Gov paid attendance confirmation email to class with you.

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.

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 AAD courses are cancelled. Credit card holders will be reimbursed via pay.gov for these cancelled enrollments. 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 and conferences. This is the only accepted method of payment.

Admission

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

Substitutions

Substitutions are not permitted in our courses or conference. 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.

Shifting Class Attendances

Enrolling and paying to attend a specific event means just that. Students are not allowed to swap or attend different class dates.

Cancelled Courses

Classes may be cancelled or dismissed early due to emergencies or inclement weather. 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 if a refund is warranted.

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. Request for cancellation should be sent via e-mail to: Ronald.Bollinger@fms.treas.gov. Approved requests will receive a refund by Pay.Gov action to the credit card holder's account. No verbal or telephonic requests for cancellation refunds will be accepted or processed. If you do not cancel your confirmed enrollment in writing within the

allotted ten (10) calendar days you will be billed for the entire course.

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 will be posted on our website. We will make every attempt to have speaker presentations posted at least one week prior to our conference.

Attendance Certificate

You must attend the full course 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 Ronald.Bollinger@fms.treas.gov at least 14 business days in advance of the scheduled class or conference. Sign-interpretation services are available upon written request.

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 building is located two (2) blocks 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

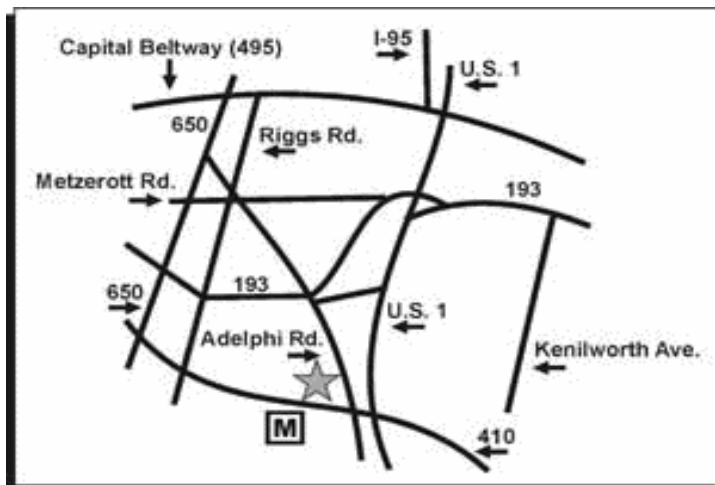
Take the Green Line train (in the direction of Greenbelt) until you reach the Prince George's Plaza Station. Exit the metro station on the East-West Highway side and walk to your right until you come to a light at Belcrest Road and East-West Highway. Cross over East-West Highway so that you are on the 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 facilities, drive to the back of the building and park in the new 5-story parking garage on Adelphi Road (red square with P on map below). The current rate is \$8.00/day. There is no free parking in any area near our building and we do not validate parking fees. Do not park in any reserved parking stalls nor in front of our building.



Refund Information

If you have paid for a course and wish a refund because you are unable to attend, send an email 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 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 or conference. We directly reimburse the credit card holder's account for all refunded payments that we approve.



23rd Annual FMS Conference

Registration at the event will commence at 7 a.m. on August 19, 2013. Proceed directly to our registration desk, present your Pay.Gov paid confirmation email, and obtain your conference name badge. You must wear your conference name badge at all times during the conference.

The conference will commence at 8 a.m., in the Ampitheater. Please be seated prior to this time.

Food, Drinks, Lodging, Parking: Your conference paid attendance does not include these items of personal expense. You should plan on paying these out-of-pocket expenses during the conference.

Breakout Sessions: The conference agenda will be uploaded to our website (www.fms.treas.gov/tas) by July 2013. Please print for yourself a copy of the conference agenda and bring it with you.

Handouts: We will not be providing any hardcopy conference handouts to attendees. Personally print from our website (www.fms.treas.gov) any conference related materials and bring those with you to the conference.

Special Needs: If you require a sign language interpreter or other special need support, for conference attendance, notify your agency training officer to coordinate those matters with our office in advance of the conference. The costs of such support will be paid for by your agency.

Substitutions: Substitutions to the conference are not allowed. During event registration you will present your Pay.Gov paid confirmation email that has a Pay.Gov Tracking ID Number specific to your name. Anyone attempting to use someone else's paid confirmation enrollment will be denied conference entry.

Refunds: You may request a refund up-to-10 days prior to the event by sending an email to Ronald.Bollinger@fms.treas.gov. Refund requests submitted after that date will be denied.

No Shows: Anyone who has paid to attend the conference and does not appear for the event will be charged the full enrollment price.

CPE Credits: A conference completion certificate will be issued to all attendees that will list the number of Continuing Professional Education credits that are awarded. The amount of CPEs awarded will be based upon the number of breakout sessions that you attend and your filling out a CPE Request Form. Conference certificates will be emailed to paid conference attendees within 60-to-90 days after the conference has been held.

Conference Exhibitors: A number of government and commercial exhibitors will be present at the conference.

Conference Walk-Ins: Attempting to 'walk-in' to this annual conference is not permitted. All registrations must be prior paid via our website enrollment process and Pay.Gov credit card payment policies.