

The Budget Office Training classes for Fall 2009 – Check them out if you are new or maybe just need a refresher!

Budget Essentials #1 – Queries and Reports

This course - originally a portion of *Essential Tools for Budget Managers* – has been retooled and will focus on basic queries and reports in Banner, including how to save your reports to excel format instead of printing hardcopies. This hands-on course is targeted for new employees in a position to manage budgets, or as a refresher for those currently in this type of position.

Date/Time: Session #1: September 22 (T) 9:00 – 11:00
Session #2: October 21 (W) 1:00 – 3:00
Session #3: December 17 (Th) 9:00 – 11:00

Location: Human Resources Training Room

Pre-Requisites: **Must** have Banner access. **Must** enroll via the Faculty/Staff Development Online Registration page on Inside Pacific **one full week prior to the class**. You will be receiving further instructions upon registration.

Budget Essentials #2 – Transfers

This course - originally a portion of *Essential Tools for Budget Managers* – has been retooled and will cover the various types of transfers – including the revised 8500 Transfer process. Financial Reporting will also cover expense transfers during this session. This course is designed to be equally informative for both new employees in a position to manage budgets and for old hands who want to keep updated on the revised procedures.

Date/Time: November 3 (T) 9:00 – 10:30

Location: Human Resources Training Room

Avoiding NSFs

Need we say more? This training is designed to help you manage your funds in order to avoid generation of insufficient fund notifications (NSFs). The participants will gain an understanding of how the system generates NSFs and be presented with pro-active steps they can take to avoid NSFs.

Date/Time: November 18 (W) 1:30 – 2:30

Location: Human Resources Training Room

Understanding and Managing Designated, Restricted and Agency Funds

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

Date/Time: December 10 (Th) 9:00 – 10:00

Location: Human Resources Training Room

Employment Authorizations and the Budget

This course is designed as a lecture and discussion of the process for ensuring there is sufficient budget to support employment authorizations *before* they are submitted and how to calculate salary savings for vacancies and temporary leaves. This course will be useful to those individuals who regularly deal with salaries and position budget information.

Date/Time: October 7 (W) 9:00 – 10:00

Location: Human Resources Training Room

**Budget Essentials #1 requires special Pre-registration (See course description above).
For all other courses please RSVP to: STK budget@pacific.edu (there is a space between
“STK” and “Budget” in this address)**