

Assistant Commissioner's Welcome

September 15, 2004

I am pleased to present our 2005 Financial Management Training and Education Catalog. Treasury Agency Services 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 continue to infuse new topics and classes into our education and training program. We plan to continue this expansion into the future. Please keep visiting our web-site: www.fms.treas.gov/tas for all the latest developments and changes to our curricula.

We now have 5 fully equipped training rooms which include 2 full scale computer labs. We are extremely proud of the new space and equipment and want to share them with you. I encourage you to visit us at any time and take a tour of our space.

Thank you for taking the time to review our 2005 Training and Education catalog. I look forward to the opportunity to meet your agency's training and educational needs now and in the future.



Kerry Lanham
Assistant Commissioner
Treasury Agency Services
Financial Management Service

About the Professional Development Division

The Professional Development Program 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 FMS enables students to stay informed of Treasury and other federal accounting and reporting requirements.

Through training, we help financial and non-financial managers and their staffs to improve the reliability of their financial operations and information. We can meet your agency's needs and provide continuing professional education credits 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 or may enroll in our professional certificate programs to enhance professional advancement with certificates of accomplishment documentation. Open enrollment classes will be held either in Washington, DC or Kansas City, MO. Check the class schedule for dates and locations

Agency-Specific On-Site Training

Our courses are also available as agency on-site training when and where you may need them. 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 Treasury Agency Services' courses.

Certificate Programs

Our certificate programs are designed to leverage and build upon the individual courses that addresses FMS/ Treasury Accounting and Reporting requirements and Credit Reform. The courses that make up the certificate programs offer continuing professional education credit and meet JFMIP core competency requirements for skills development.

Continuing Professional Education Credits (CPEs)

Treasury Agency Services is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor on the National Registry of Continuing Professional Education (CPE) Sponsors. All of our training courses and events meet continuing education and professional certification requirements through NASBA.



The Treasury Agency Services (TAS), Professional Development Division (PD2), 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 National Registry of CPE Sponsors, 150 Fourth Avenue North, Suite 700, Nashville, TN. 37219-2417. Website : www.nasba.org

JFMIP Core Courses

The Council and Joint Financial Management Improvement Program (JFMIP) in close partnership with the Chief Financial Officers (CFO) Council have created a set of core competencies that allow federal financial managers to effectively meet the challenges of their positions. These competencies reflect the best practices in private and public sector organizations. Our courses are designed to train civil servants in the skills and knowledge endemic to the core competencies. Our courses not only address transaction processing but the following career categories:

Budget Analysts, Financial Managers,
Accountants, Management Analysts,
Financial Specialists and Program Managers.

For more information about JFMIP core competencies, visit: www.jfmip.gov/jfmip/corecomp.htm.

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Agency Specific On-Site Instruction

All 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 expense and offers flexibility in scheduling.

Agency Specific On-Site Instructions Are:

Conducted at your agency facility
Tailored or customized for agency needs
Available for long term training needs through a Statement of Work
Subject to special discounts under the appropriate circumstances.

On-site training is easy to arrange, too! Select the course(s) you desire, determine your preferred dates, then contact the Registration Department at (202) 874-9560. Payment may be made by charging your Agency Location Code (ALC) via the Intragovernmental Payment and Collection (IPAC) system or Credit Card. To find out more, call us at (202) 874-9560 and ask about on-site instruction!

We Will Come to You!

Treasury Certificates

Certificate Programs

Our Certificate Programs are designed to leverage and build on the FMS / Treasury Accounting and Reporting requirements and Credit Reform. The courses that comprise the certificate programs offer continuing professional education credit and address JFMIP core competency requirements.

Accounting and Reporting (TCAR)

The Treasury Certificate - Accounting and Reporting (TCAR) consists of seven sequential courses which provide a solid foundation of basic Treasury required accounting and reporting guidance and concludes with a comprehensive examination for certification. For full course credit, students must attend each course in its entirety. Anyone may enroll in individual courses in this program without applying for the certificate.

Credit Reform (TCCR)

The Treasury Certificate - Credit Reform (TCCR) consists of four courses which provide a solid foundation in the essentials of federal credit reform accounting and concludes with a comprehensive examination for certification. For full course credit, students must attend each course in its entirety. Anyone may enroll in individual courses in this program without applying for the certificate.

The Process

1. Select the desired certificate.
2. Contact TAS to enroll in the required certificate courses.
3. Notify TAS upon completion of the final required course.
4. There will be no pre-scheduled exam date. Contact TAS to schedule an examination date that fits your schedule. (You have one year after the final course to complete and pass the examination)

TCAR Required Courses

1. SGL Basic or SGL Intermediate
2. SGL Advanced
3. SGL Upward and Downward Adjustments
4. FMS 224 - Statement of Transactions
5. Reconciling the Fund Balance with Treasury
6. FACTS I - Form and Content Statements
7. FACTS II - The Next Reporting System

TCCR Required Courses

1. Credit Program Accounting and Reporting Concepts
2. Direct Loan Programs
3. Loan Guarantee Programs
4. Foreclosed Property in Credit Programs

General Information

Treasury Agency Services 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 Services may only accept payments for instructional services from federal and state government agencies.

Confirmations

Confirmation notices are sent automatically via e-mail to students registered in courses and workshops no later than 5 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 the confirmation notice is received. Course cancellations may occur due to low enrollment.

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.

Hours and Attendance

Courses are conducted from 8:30 a.m. to 4:30 p.m., 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 CPEs or a certificate of training for the course.

Feedback

Your opinion is important to us. Please share your positive and negative feedback with us via course evaluation forms or by calling (202) 874-9560.

Refunds

You may drop a course and receive a full refund if you provide written notice no less than two weeks prior to the course’s start date. After that date, you may send a substitute but refunds will not be made.

Substitutions

Course enrollment substitutions are acceptable any time up to the course start date. For conference, seminar or workshop 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.

Waiting Lists

When courses are full, students are automatically enrolled in the next available class and written notification is provided. If no other class is available, a make-up date is scheduled and notification is provided.

Transcripts

Transcripts will be provided for a fee of \$25.00 from:

Treasury Agency Services
Attn: Registration Department
1990 K Street, NW Suite 300
Washington, DC 20006

Requests should include a credit card number, your name, agency / bureau, student number (SSN) and the address to which the transcript is to be sent. Please allow 10 business days for processing.

Training Materials

Each course includes a student manual, case studies and practical exercises. Student manuals cannot be purchased separately. Training materials for conferences and seminars will be posted on our website one week prior to the conference or seminar.

Admission

All Treasury courses are open to employees paying through a government payment mechanism. Course prerequisites are provided to ensure that students receive the maximum training benefit and are strongly recommended.

Attendance Certification

To receive a training certificate for successful completion with continuing professional education (CPE) credit, you must attend the full course, conference or seminar.

Program Certificates

Certificates of Accomplishment are available for those interested in participating in our certification programs. Achievement is documented by attendance and a comprehensive examination. See specific certificate program details on page 6.

General Information

Corporate Pricing for the Annual Conference

In response to the significant requests to substitute employees as attendees to the conference, we are again offering agency pricing of \$1200.00. This fee allows an organization to send up to three attendees to the conference in the following manner:

- An agency can designate three attendees to the conference - one per day, i.e., attendee 1 for Tuesday, attendee 2 for Wednesday and attendee 3 for Thursday.

- An agency can designate two attendees to the conference. One attendee can attend two days and one will attend only one day.

There will be no provisions made for different participants attending different sessions during the day. The designated participant must attend an entire day. Further, to avoid confusion and frustration during registration package pick up - agencies choosing this option must notify our office of their choice at the time of the initial registration and the names of the attendees must be provided no later than 2 weeks prior to the conference.

Special Needs

If special aids or services addressed in the Americans with Disabilities Act are required, please notify us in writing.

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.

Directions in Washington DC

Our main facility is located at 1990 K Street, NW - Suite 300, Washington, DC 20006. Courses are held at our main facility from 8:30 am to 4:30 pm unless otherwise noted.

The 1990 K Street entrance is located on the corner of 20th and K Street. Once inside the building, sign in at the guard desk and they will provide you elevator access to the 3rd floor. Signs on the 3rd floor will direct you to our training classrooms.

Metro: Take the Blue or Orange Line to Farragut West. Depart using the 18th Street exit, proceed down I Street, turn right on 19th Street, then turn left on K Street. Continue past Starbucks, the parking garage, and enter the building prior to reaching CVS on the corner of 20th and K Street.

or...

Take the Red Line to the Farragut North station. Depart using the K Street exit, proceed down K Street until you reach the 1990 K Street building right next to the CVS on the corner of 20th and K Street.

Limited underground parking is available at 1990 K Street for approximately \$10.00 per day. Early bird discounts are available for arrival before 8:45 am.

Directions Outside of Washington DC

Directions and specific information pertaining to classes held in Kansas City or other locations will be provided to the student in the confirmation notice.

Schedule of Training for 2005

January

4-5	SF 133 : Report on Budget Execution and Budgetary Resources
6	Certifying Officer
10-11	SGL Basic
11-12	FACTS I
11-12	FMS 224
12-13	SGL Advanced
13	Reconciling the Fund Balance with Treasury
18-19	Practical Applications of Appropriations Law
18-20	Survey of FASAB
19	SGL Upward and Downward Adjustments
25-26	SGL Revolving Funds
25-26	Dollars and \$ense
27	SGL Trial Balances and Crosswalks
27-28	Governmental Budgeting and Accounting Concepts

February

1-2	Cost Benefit Analysis
1-2	SGL Basic
3-4	Business Case OMB Exhibit 300
9-10	FACTS II
11	Ethics in Government
14	Cost Management in Government - Winning the Cost War
14-15	SGL Intermediate
15-16	Fundamentals of Managerial Costing in Government
16-17	SGL Advanced
23	Treasury Certificate Review (TCAR)
23-24	Practical Applications of Appropriations Law*
25	Certifying Officer*

Schedule of Training for 2005

March

Practical Applications of Appropriations Law	1-2
SGL Upward and Downward Adjustments	3
IPAC	3
Prompt Pay*	8
SF 133 : Report on Budget Execution and Budgetary Resources	8-9
FMS 224	8-9
Governmental Budgeting and Accounting Concepts*	9-10
Reconciling the Fund Balance with Treasury	10
Statements of Budgetary Resources and Financing	10-11
Benchmarking	15
Credit Program Accounting and Reporting	15
SGL Basic*	15-16
Direct Loan Programs	16-17
SGL Advanced*	17-18
Working With Difficult People	22
Foreclosed Property in Credit Programs	29
Loan Guarantee Programs	30-31

April

Prompt Pay	4
Governmental Budgeting and Accounting Concepts	5-6
Cost Management in Government - Winning the Cost War	6
Certifying Officer	7
SGL Basic	7-8
SGL Intermediate	11-12
SGL Advanced	13-14
SGL Upward and Downward Adjustments	15
SGL Trial Balances and Crosswalks	18
SGL Revolving Funds	19-20
Practical Applications of Appropriations Law	19-20
Federal Budgeting: What Every Non-Budgeting Personnel Needs to Know	20-21
FACTS I	25-26
Business Case OMB Exhibit 300	26-27
FACTS II	27-28
Dollars and Sense	27-28
Cost Benefit Analysis	28-29

New!

Schedule of Training for 2005

May

3-4	Direct Loan Programs
10-11	FMS 224
10-11	Statements of Budgetary Resources and Financing
12	Reconciling the Fund Balance with Treasury
16-17	SGL Basic
18	Ethics in Government
18-19	SGL Advanced
20	SGL Upward and Downward Adjustments
24-25	Practical Applications of Appropriations Law
24-25	SF 133 - Report on Budget Execution and Budgetary Resources
24-25	Dollars and \$ense*
26-27	FACTS II

June

1	Cost Management in Government - Winning the Cost War
7	Certifying Officer
7-8	Business Case OMB Exhibit 300
8-9	New! Federal Budgeting: What Every Non-Budgeting Personnel Needs to Know*
9-10	Cost Benefit Analysis
10	Foreclosed Property in Credit Programs
13-17	Managerial Cost Analysis
14-15	SGL Intermediate
16-17	SF 133 : Report on Budget Execution and Budgetary Resources*
21-23	Survey of FASAB
23	Treasury Certificate Review (TCAR)
24	IPAC
28	Prompt Pay
28-29	Fundamentals of Managerial Costing in Government
30	Working With Difficult People

Schedule of Training for 2005

July

SF 133 : Report on Budget Execution and Budgetary Resources	7-8
SGL Basic	11-12
Dollars and \$ense	12-13
SGL Advanced	13-14
Governmental Budgeting and Accounting Concepts*	14-15
SGL Upward and Downward Adjustments	15
SGL Basic*	18-19
Direct Loan Programs	19-20
Practical Applications of Appropriations Law	19-20
SGL Advanced*	20-21
FMS 224	26-27
Practical Applications of Appropriations Law*	26-27
Benchmarking	27
Reconciling the Fund Balance with Treasury	28
Certifying Officer*	28

August

2005 Year End Seminar	8
2005 Annual Government Financial Management Conference	9-11
FACTS I	16-17
Practical Applications of Appropriations Law	16-17
SGL Basic	16-17
Certifying Officer	18
Credit Program Accounting and Reporting	18
Ethics in Government	18
FACTS II	23-24
SGL Intermediate	23-24
FMS 224*	24-25
Reconciling the Fund Balance with Treasury*	26
Statements of Budgetary Resources and Financing	30-31
SGL Advanced	30-31

Schedule of Training for 2005

September

1-2	SGL Revolving Funds
7-8	SF 133 : Report on Budget Execution and Budgetary Resources
8-9	Practical Applications of Appropriations Law
9	Cost Management in Government - Winning the Cost War
12-13	SGL Basic
13-14	Loan Guarantee Programs
13-14	FMS 224
14-15	SGL Advanced
15	Reconciling the Fund Balance with Treasury
16	SGL Upward and Downward Adjustments
20-21	Dollars and \$ense
20-22	Survey of FASAB
27-28	Fundamentals of Managerial Costing in Government
28-29	<i>New!</i> Federal Budgeting: What Every Non-Budgeting Personnel Needs to Know

October

3	Prompt Pay
4-5	Practical Applications of Appropriations Law
4-5	Governmental Budgeting and Accounting Concepts
6-7	SGL Basic
12	Treasury Certificate Review (TCAR)
12-13	SGL Intermediate
18-19	SGL Advanced
18-19	FACTS I
20-21	FACTS II
24	Foreclosed Property in Credit Programs
25	Certifying Officer
25	Working With Difficult People
25-26	Statements of Budgetary Resources and Financing
26	IPAC
27	Benchmarking
31 - Nov 4	Managerial Cost Analysis

Schedule of Training for 2005

November

New!

SF 133 : Report on Budget Execution and Budgetary Resources	1-2
SGL Basic*	1-2
SGL Upward and Downward Adjustments	3
Practical Applications of Appropriations Law	3-4
SGL Advanced*	3-4
SGL Revolving Funds	8-9
Federal Budgeting: What Every Non-Budgeting Personnel Needs to Know	8-9
Credit Program Accounting and Reporting	15
Practical Applications of Appropriations Law*	15-16
SGL Trial Balances and Crosswalks	16
Cost Management in Government - Winning the Cost War	17
Ethics in Government	17
Certifying Officer*	17
Governmental Budgeting and Accounting Concepts	29-30

December

SGL Basic	1-2
SGL Intermediate	5-6
FACTS I	6-7
SGL Advanced	7-8
FMS 224	7-8
FACTS II	8-9
Reconciling the Fund Balance with Treasury	9
Practical Applications of Appropriations Law	13-14
Statements of Budgetary Resources and Financing	13-14

Course Descriptions

2005 Year-End Seminar

The ever popular Year-End Closing Seminar presents the latest information for agency submission of year-end reporting. Subject matter experts from Treasury and OMB present pertinent information about financial reporting requirements. Participants will be informed of the latest financial reporting developments, and receive guidance on year-end reporting prior to the preparation of their agency financial statements.

1 day

7 CPEs

\$495.00

Early Bird Registration

\$445.00

must register/pay

by June 1, 2005

Major Topics Include :

TFM Procedures

Year-end Reconciliation Procedures

Year-end Reporting Due Dates

Accelerated Reporting

Form and Content of Financial Statements

FACTS I & FACTS II Instructions

FASAB Year-end Guidance

Date in 2005:

Who Should Attend : This seminar is ideal for accountants, auditors, managers, and others in the financial management community that are involved in preparing or reviewing financial reports and statements.

August 8

Prerequisites : None.

3 days

up to 24 CPEs

\$825.00

Early Bird Registration

\$750.00

must register/pay

by June 1, 2005

2005 Annual Government Financial Management Conference

This exceptional annual conference attracts an audience of over 500 government financial managers in search of up-to-date, expert information on developments in federal financial management. All of the presentations are given by financial management experts such as CFOs, Treasury personnel, Congressional staff members, corporate personnel and individuals who have been involved in the design and development of Federal financial management changes. Offering the latest and most interesting topics, the conference includes plenary speakers, keynote addresses, breakout sessions, a networking reception, and corporate and government exhibits.

Major Topics Include :

Choose from a variety of financial management topics in the areas of Accounting, Auditing, Reporting Requirements, Budgeting, and Treasury Programs and Initiatives. This seminar provides for a range of financial management and related disciplines.

Dates in 2005:

August 9 -11

Who Should Attend : All levels, from technician to executive personnel, will find this conference relevant and informative.

Prerequisites : None.

Course Descriptions

1 day

Benchmarking

8 CPEs

\$345.00

This course is designed for organizations that want to use Benchmarking to drive strategic and operational improvement. Participants will be introduced to benchmarking approaches and will be prepared with the necessary skills, tools, and techniques to conduct benchmarking studies.

Dates in 2005:

Major Topics Include :

Benchmarking Concepts and barriers to effective benchmarking

Define benchmarking as it relates to your organization

Develop a data collection tool that will allow maximum learning from selected best-practice organizations

Experience sharing of performance and process benchmarking

What needs to be measured? - The concept of metrics

Approaches to measurement

Finding a benchmarking partner

March 15

July 27

October 27

Who Should Attend : Individuals with responsibility for benchmarking, quality management, process management, organizational effectiveness, and performance management.

Prerequisites : None.

Business Case OMB Exhibit 300

2 days

The Business Case Training is designed to teach not only the key components, but also “tricks-of-the-trade” used to improve business case quality and to develop successful OMB Exhibit 300 submissions. The class will systematically walk through the OMB Exhibit 300 while instructors provide best practice examples, lessons learned, and the latest in OMB guidance and thought. The course concludes with the class assuming the role of an OMB examiner. Here students apply the knowledge they’ve gained to critique and score an Exhibit 300.

16 CPEs

\$555.00

Dates in 2005:

Major Topics Include :

Increase Quality of Submissions

Develop Responses to Exhibit Elements

Ensure Exhibit Consistency

Understand OMB’s Scoring System

Importance of Integrated Project Teams

Relationship Between Federal Budget

Cycle and OMB Submission requirements

Best Practices

February 3-4

April 26-27

June 7-8

Who Should Attend : Anyone interested in learning more about the key components and processes of the OMB Exhibit 300.

Prerequisites : None.

Course Descriptions

Certifying Officers - Your Roles and Responsibilities

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.

Major Topics Include :

Legal Liability and Relief of Accountable Officers	Automated Payment Systems
Electronic Certification System (ECS)	Duplicate Check Losses
Proper Collection Action	Comptroller General Decisions

Who Should Attend : Certifying Officers or other Accountable officers (Disbursing Officers, Imprest Fund Cashiers, Collecting Officers).

Prerequisites : None.

1 day

8 CPEs

\$345.00

*Dates in 2005:
Washington DC*

January 6

April 7

June 7

August 18

October 25

Kansas City

February 25

July 28

November 17

2 days

12 CPEs

\$550.00

Cost Benefit Analysis

This training session teaches professionals how to develop a cost benefit analysis (CBA) for IT capital investments. The CBA is a primary Business Case component, which is, in turn the principal component of the OMB Exhibits 300 and 53 - both of which are entered into I-TIPS (Information Technology Investment Portfolio System). Students will learn the primary CBA elements, and upon completion will have gained the knowledge needed to support a viable IT business case submission.

Dates in 2005:

February 1-2

April 28-29

June 9-10

Major Topics Include :

Identifying Primary CBA Elements
Justifying an Investment Decision
Throughout its Life Cycle

Evaluating Technical Alternatives
Establishing a Baseline to Monitor an
Investment Over its Life Cycle

Who Should Attend : Individuals interested in learning about cost benefit analysis and its uses.

Prerequisites : None.

Course Descriptions

1 day

Cost Management in Government - Winning the Cost War

8 CPEs

\$595.00

In his recent book, "Winning the Cost War", Dr. Geiger provides the results of 12 years of research into cost management within the federal government. This course develops a cost management approach that is not dependant on the profit motives found in the business world. The first pilot test of this paradigm yielded a surprising 15% cost reduction in the first year that management reprogrammed to meet critical needs while positioning the organization to effortlessly meet the next year's anticipated budget cuts.

Dates in 2005:

Major Topics Include :

February 14

Understanding the Nature of the Cost War Establishing Program Manager's Intent

April 6

Program Plans and Projecting Costs Institutionalizing to Establish

June 1

Continuous Improvement Initiatives Accountability and Maximize Learning

September 9

Developing Reconnaissance via Costing Motivating the Employees

November 17

Who Should Attend : Operations Managers, Systems Personnel, and project staff who are considering, planning, or beginning Activity Based Costing implementation.

Prerequisites : None.

Credit Program Accounting and Reporting Concepts

1 day

This course discusses the nature of the Credit Reform Act of 1990; including the fund structures set up for credit program accounting; the requirements for present value accounting; and the reforms set up for scoring present value accounting in the Federal Budget. It discusses the nature of credit program information on financial statements and the principal financial statement note for credit programs.

8 CPEs

\$345.00

Dates in 2005:

Major Topics Include :

Program Fund, Financing Fund, and
Liquidating Fund Created by the Act

Criteria for Accounting and Reporting
Elements Which Provide Inputs to

Basic Terminology and Related Criteria

Subsidy Computations

Nature of Present Value

Primary Financial Statements and

Nature of Modifications and Re-estimates

Requirements for Reporting

March 15

August 18

November 15

Who Should Attend : Credit agency personnel and anyone interested in technical accounting training for federal credit programs.

Prerequisites : SGL Basic and SGL Advanced

Course Descriptions

Direct Loan Programs

This course illustrates budgetary and proprietary accounting and reporting for common transactions of direct loan programs under the Credit Reform Act of 1990, and the resulting CFO Act primary financial statements. Numerous journalizing transactions are covered, including but not limited to: Formulation, apportionment and allotment of the budget, Receipt and transfer of subsidy, Borrowing from Treasury and repayment of loans and interest, Disbursement and collection loans from program participants, Accrual and disbursement of administrative expenses, Accrual and receipt or disbursement of subsidy re-estimates and related interest and Adjusting and Closing entries.

2 days

16 CPEs

\$495.00

Dates in 2005:

Major Topics Include :

Preparation of the following reports:

Balance Sheet	Statement of Net Cost
Statement of Changes in Net Position	Statement of Budgetary Resources
Statement of Financing	Related Credit Form Footnote

March 16-17

May 3-4

July 19-20

Who Should Attend : Credit agency personnel and anyone interested in technical accounting training for federal credit programs.

Prerequisites : Credit Program Accounting and Reporting Concepts

2 days

16 CPEs

\$495.00

Dollars and Sense

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.

Dates in 2005:

Washington DC

January 25-26

April 27-28

July 12-13

September 20-21

Major Topics Include :

Government Historical Perspective	The Federal Budget Process
Appropriation Law Case Studies	Federal Account Symbols and Titles
Budgetary Formula and OMB Reports	Agency Location Codes (ALC)
SF 132 and SF 133	FMS 6200 - Warrant and FMS 1151 - Non
Collection/Disbursement Documents and	Expenditure Transfer
Monthly Reports	FMS 224 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.

Kansas City

May 24-25

Prerequisites : None.

Course Descriptions

1 day

Ethics in Government

8 CPEs

\$345.00

This course is designed as a developmental program focused on ethics in governmental organizations. It will employ real-life scenarios regarding ethical practices in decision making, workplace challenges and situational dilemmas to allow an individual to develop the competencies required to make ethical choices. The Government's Ethical Standards will be reviewed. Participants will explore their individual Personal Values Systems and understand how those systems influence Organizational Values.

Dates in 2005:

Major Topics Include :

February 11

Enhancing Understanding of Ethics

Expectations of an Ethical Employee

May 18

Influence of Personal Values

Moral Issues and Appropriate Responses

August 18

Organizational Barrier to Ethical Choices

November 17

Who Should Attend : All government employees interested in ethics.

Prerequisites : None.

FACTS I / OMB Form and Consent Statements

2 days

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 requirements will be presented and discussed in depth. OMB required basic financial statements will be outlined with content and display requirements.

16 CPEs

\$495.00

Major Topics Include :

Authoritative Reporting Guidance

FACTS I; the System, Components, Edits,

Form and Content Reports

Structure, and System Outputs

SGL Trial Balance Information

Relationship of FACTS I to Agency

Financial Reports

January 11-12

April 25-26

August 16-17

October 18-19

December 6-7

Who Should Attend : Personnel involved with preparation of data for input to FACTS I and/or agency financial reports including accountants, analysts, budget personnel and auditors.

Prerequisites : SGL Basic and SGL Advanced

(*This is a TCAR required Course)

Course Descriptions

FACTS II: The Next Reporting System

2 days

FACTS II is a financial management system used to collect budget execution data required by the SF 133: Report on Budget Execution, the FMS 2108: Year-End Closing Statement, and much of the initial set of data for the Program and Financing (P & F) Schedule - prior year column.

16 CPEs

\$495.00

Dates in 2005:

Major Topics Include :

SGL as it Relates to FACTS II	Budgetary Accounts, Fund Balance with
FMS 2108 / SF 133 Report Generation	Treasury and Investments
Auditing FACTS II Information	FACTS II System Requirements and Edits

February 9-10

April 27-28

May 26-27

August 23-24

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

October 20-21

Prerequisites : Participants must have knowledge of: Basic Government Accounting, US Standard General Ledger and SGL Accounts related to the FMS 2108 and the SF 133.

December 8-9

(*This is a TCAR required Course)

2 days

Federal Budgeting: What Every Non-Budgeting Personnel Needs to Know (NEW!)

16 CPEs

\$495.00

Developing a budget would be easy if you knew some basic concepts and techniques used in budget formation. This course will provide an overview of the principles and concepts of the budget process. You'll learn how to develop an operating budget for an organization unit or field level office. The class is specifically designed for non-budgeting personnel that have a responsibility to develop, prepare, or modify a budget.

Dates in 2005:

Washington DC

April 20-21

September 28-29

November 8-9

Major Topics Include :

Purpose of an Operating Budget	Federal Budget Cycle
Budget Concept and Terms	Developing Cost Estimates
Addressing Funding Issues	

Kansas City

June 8-9

Who Should Attend : Both budgeting and non-budgeting personnel will benefit from this course. Also, anyone wanting to demonstrate a readiness for increased budget responsibilities.

Prerequisites : None.

Course Descriptions

1 1/2 days

FMS 224: Statement of Transactions

12 CPEs

\$445.00

Dates in 2005:

Washington DC

January 11-12

March 8-9

May 10-11

July 26-27

September 13-14

December 7-8

Kansas City

August 24-25

This primer course reviews the purpose and preparation of the FMS 224: Statement of Transactions used by federal agencies for whom the 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.

Major Topics Include :

Terms and Concepts

Submission Deadlines

Document Preparation

Documents Used to Prepare Reports

GOALS II "Internet" Submission

Deposit and Disbursement Processes

Reporting by Federal Accounts

Making Corrective Entries

Spotting "Red Flags" and Edit Checks

Who Should Attend : Preparers, reviewers, auditors, 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.

(*This is a TCAR required Course)

Foreclosed Property in Credit Programs

1 day

This course covers budgetary and proprietary accounting for the acquisition, repair and maintenance, use, and disposal of foreclosed property upon default of direct or guaranteed loans under credit reform accounting. The resulting balance sheet and related notes for the property are discussed and illustrated. An explanation of the differences for pre-credit reform accounting is provided.

8 CPEs

\$345.00

Dates in 2005:

Major Topics Include :

Provisions for Recouping Losses from Defaulted Loans through Seizure of Foreclosed Property

Transactions Affecting the Property

Reporting the Results of the Transactions

March 29

June 10

October 24

Who Should Attend : Credit agency personnel and anyone interested in technical accounting training for federal credit programs.

Prerequisites : Credit Program Accounting and Reporting Concepts, Direct Loan Programs and Loan Guarantee Programs

Course Descriptions

Fundamentals of Managerial Costing in Government

2 days

Activity Based Costing has been successful in the corporate world and offers great promise in meeting the needs of government. Yet implementation success is not guaranteed. The nature of government operations, current deficiencies in cost information, and a lack of experience in cost measurement and management have resulted in far too many failures of Activity Based Costing efforts to deliver on their promise. In this course, you'll learn how to apply this powerful concept successfully.

16 CPEs

\$795.00

Dates in 2005:

Major Topics Include :

Cost Measurement and Cost Management	Managerial Costing
Determining Cost Objects, Activities, and Drivers	Allocation Mechanics
Avoiding Common Pitfalls	Acquiring Experience
The Right Level of Precision	Level of Effort Analysis
	Overhead to Overhead Allocation

February 15-16

June 28-29

September 27-28

Who Should Attend : Operations managers, systems personnel, and project staff who are considering, planning, or beginning activity based costing implementations.

Prerequisites : Cost Management in Government - Winning the Cost War

2 days

Governmental Budgeting and Accounting Concepts

16 CPEs

\$495.00

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.

Dates in 2005:

Washington DC

January 27-28

April 5-6

October 4-5

November 29-30

Major Topics Include :

Accounting Terminology	Fundamental Accounting Principles
SGL Chart of Accounts	Budgetary and Proprietary Equations
Legislative Accounting Mandates	Federal Budget Process
What is Budgetary Accounting	How Agencies are Financed
Standard Statements and Reports	

Kansas City

March 9-10

July 14-15

Who Should Attend : Accountants, budget analysts, financial/program managers, and anyone interested in gaining a thorough understanding of accounting and budgeting terms/concepts.

Prerequisites : None.

Course Descriptions

1 day

IPAC

6 CPEs

\$325.00

The Intragovernmental 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.

Dates in 2005:

Major Topics Include :

March 3

IPAC Collections and Disbursements

IPAC Adjustments / Zero Dollar Activity

June 24

Viewing and Printing Reports

Agency Special Requirements

End of Month Reporting

Statement of Differences Caused by

October 26

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.

Loan Guarantee Programs

2 days

This course illustrates budgetary and proprietary accounting and reporting for common transactions of direct loan programs under the Credit Reform Act of 1990, and the resulting reports. Transactions included are : Receipt of subsidy and administrative expense appropriations, Transfer of subsidy from the program to the financing fund, Accrual and payment of default claims, Accrual and disbursement of administrative expenses, Receipt of interest from Treasury on uninvested cash in the financing fund, Accrual and receipt or disbursement of subsidy re-estimates, Closing entries.

16 CPEs

\$495.00

Dates in 2005:

Major Topics Include :

Funding Sources for Default Claims

Transactions with Third-Party Lenders and

Consolidation of Fund Structures to

Providers of Administrative Purposes

Produce Financial Statements

March 30-31

September 13-14

Who Should Attend : Credit agency personnel and anyone interested in technical accounting training for federal credit programs.

Prerequisites : Credit Program Accounting and Reporting Concepts

Course Descriptions

Managerial Cost Analysis

5 days

This is a comprehensive offering covering all major topics of a graduate level managerial cost accounting course. Topics include break even analysis, learning curves, net present value analysis, expected value, allocation, and variance analysis. The course also seeks to develop a problem solving skill set needed by organizations trying to better use increasingly limited resources.

40 CPEs

\$1500.00

Dates in 2005:

Major Topics Include :

Cost Expression
Cost Projection

Cost Trade-offs
Cost Explanation

June 13-17

Oct. 31 - Nov. 4

Who Should Attend : Designed for budgeting and accounting staff who increasingly need to support management decision making needs. Trains analysts how to distill managerially actionable information from accounting data.

Prerequisites : None.

2 days

16 CPEs

\$495.00

Dates in 2005:

Washington DC

January 18-19

March 1-2

April 19-20

May 24-25

July 19-20

August 16-17

September 8-9

October 4-5

November 3-4

December 13-14

Kansas City

February 23-24

July 26-27

November 15-16

Practical Applications of Appropriations Law

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. 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.

Major Topics Include :

Purpose, Time and Amount

GAO Decisions

The Bona Fide Needs Rule

Continuing Resolutions

The Necessary Expenses Doctrine

The Anti-Deficiency Act

Legal Liability and Accountable Officers

The Economy Act

Who Should Attend : Anyone who wishes to understand the Federal Appropriations process and its implications for Federal agencies.

Prerequisites : None.

Course Descriptions

Prompt Pay

1 day

8 CPEs

\$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.

Major Topics Include :

Prompt Payment Act
Terminology
Standards
Payment Due Dates
Calculating Discounts

Application of the Act
Federal Payment Guidelines
Required Documentation
Calculating Late Payment Interest Penalties

Dates in 2005:

Washington DC

April 4

June 28

October 3

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.

Kansas City

March 8

Prerequisites : None.

Reconciling the Fund Balance with Treasury

This exceptional course explains the relationship of monthly agency reporting to Treasury summary account balances produced at the Agency Location Code (ALC) 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 and resolving differences and reporting adjustments. Students will complete case studies and exercises to gain a better understanding of the reconciliation process.

Major Topics Include :

Source Documents
SF 6652 (Statement of Difference)
Treasury Reports Sent to Agencies:
SF 6653, SF 6654, and SF 6655

Fund Balance Reconciliation Process
Comprehensive Case Study
FMS 224 Entries That Generate a
Statement of Difference

Who Should Attend : Accountants and auditors responsible for reviewing agency fund balances and audit results.

Prerequisites : FMS 224 : Statement of Transactions

(*This is a TCAR required course)

1 day

8 CPEs

\$345.00

*Dates in 2005:
Washington DC*

January 13

March 10

May 12

July 28

September 15

December 9

Kansas City

August 26

Course Descriptions

SF 133 : Report on Budget Execution and Budgetary Resources

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.

1 1/2 days

12 CPEs

\$445.00

Major Topics Include :

Background and Structure of the SF 133 Line by Line Guidance on the SF 133
Tracking and Reporting 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, and budget analysts responsible for the formulation and execution of agency budget reports.

Prerequisites : Participants should have knowledge of U.S. SGL budgetary accounts related to the SF 133.

*Dates in 2005:
Washington DC*

January 4-5

March 8-9

May 24-25

July 7-8

September 7-8

November 1-2

Kansas City

June 16-17

2 days

16 CPEs

\$495.00

*Dates in 2005:
Washington DC*

January 12-13

February 16-17

April 13-14

May 18-19

July 13-14

August 30-31

September 14-15

October 18-19

December 7-8

Kansas City

March 17-18

July 20-21

November 3-4

SGL Advanced

This companion SGL course continues the explanation of the most common U.S. Government Standard General Ledger transactions for operating appropriations and reimbursable work including additional SGL accounts, descriptions of crosswalks and pro forma entries. This course assumes that you have an understanding of the basic flows and relationships that are explained in the SGL Basic class. Upon completion of the class, students should have an understanding of: closing, expiring, and canceling entries for reimbursable and direct funding.

Who Should Attend : Those proficient at the operational and transactional level of federal accounting who have attended the SGL Basic or the SGL Intermediate courses and would like training in the more difficult concepts of the SGL and accounting operations.

Prerequisites : SGL Basic and/or SGL Intermediate

(* This is a TCAR required course)

Course Descriptions

2 days

SGL Basic

16 CPEs

\$495.00

Dates in 2005:

Washington DC

January 10-11

February 1-2

April 7-8

May 16-17

July 11-12

August 16-17

September 12-13

October 6-7

December 1-2

Kansas City

March 15-16

July 18-19

November 1-2

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. It provides a full explanation of the basic flow of transactions and required pro forma entries. Upon completion of the class, students should have a knowledge of: accounting for basic operations, appropriations and reimbursable work; information contained in the SGL accounts and how the accounts are used; the most common transactions and accounts used in federal agencies.

Who Should Attend : Those who have an understanding of accounting and would like to obtain information on the structure and flow of SGL financial transactions.

Prerequisites : None. It is recommended for individuals new to the government or the financial area that they should take the "Governmental Accounting and Budgeting Concepts" class prior to SGL Basic.

(*This is a TCAR required course)

SGL Intermediate

2 day

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 class and feel that they have a need for instruction on the SGL before attending the advanced course. Practical exercises and case studies are used to reinforce course content.

16 CPEs

\$495.00

Major Topics Include :

Direct Appropriations

Reimbursable Work

SGL Account Titles and Descriptions

Practical Exercises and Case Studies

Federal Agency Accounts and Transactions

Dates in 2005:

February 14-15

April 11-12

June 14-15

August 23-24

October 12-13

December 5-6

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 a working knowledge of SGL.

(*This is a TCAR required course)

Course Descriptions

SGL Revolving Funds

2 days

During this two day course, one and a half days are devoted to discussing revolving fund transactions with the remainder of the class spent discussing miscellaneous receipts. The structure of a revolving fund and its various formats, a comparison of accounting for direct and reimbursable funds to revolving funds and the budgetary and proprietary accounting entries for a revolving fund are presented. The definition, accounting entries, closing entries and reporting process are presented for miscellaneous receipts.

16 CPEs

\$495.00

Dates in 2005:

Major Topics Include :

Characteristics of Revolving Funds
Start-up Appropriation
Advances, Billings, Collections

Characteristics of Miscellaneous Receipts
Anticipated and Actual Work Orders
Receivables and Bad Debts

January 25-26

April 19-20

September 1-2

November 8-9

Who Should Attend : Accountants and auditors responsible for business-type revolving funds and/or miscellaneous receipts accounts.

Prerequisites : SGL Basic and SGL Advanced

1 day

SGL Trial Balances and Crosswalks

8 CPEs

\$345.00

This course provides an in-depth presentation of the Standard General Ledger as it pertains to FACTS I and FACTS II trial balances. It addresses three specific areas: the internal relationships of the SGL accounting flow and its differences from commercial accounting; the relationship of SGL to federal reports and their relationship to each other and the relationship of specific SGL accounts to each other. Students will use a crosswalk to create a report and be shown a tool for testing the validity of the trial balance prior to reporting.

Dates in 2005:

January 27

April 18

November 16

Major Topics Include :

Relationships Among SGL Accounts
Preparation of Financial Statements

Passing FACTS I and II Reporting Edits

Who Should Attend : Accountants proficient at the operational level responsible for preparation of external reports and auditors requiring an understanding of the purpose and structure of the SGL, considering federal accounting reporting requirements.

Prerequisites : SGL Basic and SGL Advanced

Course Descriptions

1 day

SGL Upward and Downward Adjustments

8 CPEs

\$345.00

This course addresses three specific areas: the SGL entries for upward and downward adjustments to prior year obligations in expired appropriations; the SGL entries for upward and downward adjustments for prior year obligations in multi-year and indefinite appropriations; and the closing entries for expired and unexpired appropriations. SGL Upward and Downward Adjustments shows how adjustments and prior year obligations affect the Statement of Transactions (FMS 224 / FMS 1220) and the Report on Budget Execution (SF 133 / FACTS II).

Dates in 2005:

Major Topics Include :

January 19

Accounts Used, both Paid and Unpaid Accurately Recognizing Transactions
Reporting Transactions to Treasury / OMB

March 3

April 15

Who Should Attend : Those proficient at the operational level of federal accounting and reporting.

May 20

July 15

September 16

Prerequisites : SGL Basic and/or SGL Intermediate, and SGL Advanced

November 3

(*This is a TCAR required course)

Statements of Budgetary Resources and Financing

2 day

This advanced reporting course covers the genesis, rationale, and underlying theory of the federal statements of budgetary resources and financing. It discusses the structure of the statements and how they are fed by transactions and accounts, and the relationship of the statements to each other and to other financial statements required by federal accounting and reporting standards. The course provides exercises for students to prepare the statements on their own given required information, and includes a student manual and a bibliography for obtaining additional information.

16 CPEs

\$495.00

Dates in 2005:

Major Topics Include :

Structure of the Statements

SGL Transactions and Accounts

Which Transactions are Reported

March 10-11

May 10-11

August 30-31

October 25-26

December 13-14

Who Should Attend : Accountants, budget analysts, or program personnel who must gather or input transaction data or prepare financial statements; auditors of the statements; and those who work with financial management systems.

Prerequisites : SGL Basic and SGL Advanced and knowledge of federal accounting standards, accounting, and reporting.

Course Descriptions

Survey of FASAB

This introductory course offers an overview of the Statement of Federal Financing Accounting Concepts (SFFACs) and the Statement of Federal Financing Accounting Standards (SFFASs) recommended by the Federal Accounting Standards Advisory Board (FASAB). Accountants and auditors will obtain recent FASAB updates to the accounting standards. In addition, participants will learn how to recognize, record, and report on transactions and accounts covered by the standards through exercises and class discussions of FASAB meetings and newsletters. This course will bring the standards into the practical realm!

Major Topics Include :

Provisions and Scope of SSFAS	Inflow of Resources from Revenue
Recommended Accounting Standards	Reporting Stewardship Assets
Managerial Cost	Property Plan and Equipment
Contingent Liabilities	Internal Use Software

3 days

24 CPEs

\$695.00

Dates in 2005:

January 18-20

June 21-23

September 20-22

Who Should Attend : Accountants, budget analysts or program personnel who must gather or input transaction data or prepare financial statements; auditors of the statements, and those who work with financial management systems.

Prerequisites : None.

1/2 day

Treasury Certificate Accounting and Reporting (TCAR) Review

The Treasury Accounting and Reporting Certificate (TCAR) Review is designed to provide you with a thorough understanding of FMS Treasury reporting requirements and systems. The comprehensive review will provide an overview of each required course in the TCAR certificate. The review will provide the students with an opportunity to ask questions on each required course. Upon completion of the TCAR Review, students will feel more confident about the TCAR exam. Students that have taken the review prior to the exam have passed 100% of the time.

\$225.00

Dates in 2005:

February 23

June 23

October 12

TCAR EXAM :

The TCAR Exam will be offered upon request. We allow 4 hours to complete the exam. To schedule the TCAR Exam call Treasury Agency Services at (202) 874-9560.

Who Should Attend : Those who have completed all seven required courses.

Prerequisites : SGL Basic or SGL Intermediate, SGL Advanced, SGL Upward and Downward Adjustments, FMS 224, FACTS I, FACTS II, and Reconciling the Fund Balance with Treasury.

Course Descriptions

1 day

Working With Difficult People

8 CPEs

\$345.00

What constitutes a “difficult individual” and the appropriate “problem resolution” skills needed in working with difficult people to create “win-win” situations. Utilizing the appropriate verbal and non-verbal cues in creating a dialog with difficult people in the workplace. The instructor, Bruce McCormick, makes this class entertaining, educational, and fun!

Dates in 2005:

March 22

Major Topics Include :

Personality Types and Work Performance Communication Techniques

Understanding Other Personality Types Skills Needed to Deal with People

June 30

October 25

Who Should Attend : Any federal employee working on team projects. Individuals wanting a better understanding of how different personalities impact work performance.

Prerequisites : None.

Registration Information

Completing the registration form will temporarily “hold” a space for you. Your space will be guaranteed when we receive your 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 the fastest service, register via our website or by fax.

By Internet...

Complete the online reservation form on our web page at:

www.fms.treas.gov/tas

By Fax...

Complete the registration and training authorization forms (or credit card form) and fax them to:

Registrations
Treasury Agency Services
Facsimile (202) 874-9629

By Mail...

Complete the registration and training authorization forms (or credit card form) and send them to:

Treasury Agency Services
Suite 300 / Registrations
1990 K Street, NW
Washington, DC 20006

Registration Process

1. Complete the registration form.
2. Submit registration by internet, fax, or mail.
3. Follow up registration with your form of payment.
4. Receive registration confirmation.

Methods of Payment

Treasury Agency Services prefers to handle payment through the Intragovernmental Payment and Collection system (IPAC). Contact us for alternative payment methods.

Confirmation

Confirmation notices are sent 5 business days prior to course start dates and confirm course name, date, instructor, and other useful information.

2005 Registration Form

Please complete this form or register on-line and follow up with your form of payment.

Name: _____
Title: _____
Organization: _____
Address: _____
Phone: _____
Fax: _____
Email: _____
Student #: _____

Courses you wish to register for:

Course: _____
Date: _____
Course: _____
Date: _____

*If Paying by Credit Card: (see note below)

Cardholder's Name: _____
Cardholder's Phone: _____
CC Number: _____
Expiration Date: _____
MC, Visa, or AMEX: _____
Total Tuition Amount: _____
Signature: _____

*If paying by credit card, a separate form is required for each course.

Treasury Certificates:

() I wish to schedule an examination and receive the Treasury Certificate for Accounting and Reporting (TCAR).

() I wish to schedule an examination and receive the Treasury Certificate for Credit Reform (TCCR).

Special Needs:

() Hearing Impaired Student
() Special Dietary Needs
() Other: (please specify)

Mail or Fax Registrations to:

Treasury Agency Services
Financial Management Service
Department of the Treasury
1990 K Street, NW Suite 300
Washington, DC 20006

ph: (202) 874-9560 fx: (202) 874-9629

Or register on-line:

<http://www.fms.treas.gov/tas/registration.html>



The Treasury Agency Services (TAS), Professional Development Division (PD2), 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 National Registry of CPE Sponsors, 150 Fourth Avenue North, Suite 700, Nashville, TN. 37219-2417. Website : www.nasba.org