

FY-2012

October 2011 - September 2012



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

2012 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, 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 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. On August 20-22, 2012, we will host this event at the Ronald Reagan Building in the 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

Table of Contents

About Our Training.....	2
Agency On-site Training	3
Course Descriptions.....	4 - 6
FMS 224 (CTA): Classification Transactions and Accountability	
Fundamentals of Federal Financial Accounting	
U.S. Standard General Ledger: Basic	
U.S. Standard General Ledger: Intermediate	
U.S. Standard General Ledger: Advanced	
Annual Conference	7
Training Date Schedules.....	8
Registration Information.....	9
Course Enrollments, Payments, and Confirmations.....	10
General Information.....	11
Location.....	12
Refund Information	13

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.



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.

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

FMS 224 (CTA): Statement of Transactions and Reconciliation

2-day Course Credit: 12 CPEs Tuition: \$570.00

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 training will focus on the reconciliation process once the FMS 224 is submitted to Treasury. The Account Statement which provides valuable reports to federal agencies will be reviewed. This course will demonstrate how the information provided in the Account Statement is used to make corrective entries and adjustments on future FMS 224 reports. Detailed information regarding Reconciling the Fund Balance with Treasury will be discussed.

The major topics include:

- ▶ Reconciling the Fund Balance with Treasury
- ▶ Deposit and disbursement processes used by most Federal agencies
- ▶ Reporting by Federal accounts
- ▶ Document preparation (by section/by line)
- ▶ Reviewing the Account Statements and making corrective entries on future FMS 224s.
- ▶ Reporting Deadlines and source documents used to prepare the report
- ▶ Spotting “red flags” and edit checks in reporting

Who should attend:

Preparers, reviewers, auditors and systems personnel or anyone interested in a comprehensive explanation of the FMS 224. Excellent for those with no prior knowledge.

Prerequisites: None

Dates **November 8-9, 2011**
 January 10-11, 2012
 March 13-14, 2012
 May 8-9, 2012
 July 24-25, 2012

Course Descriptions

Fundamentals of Federal Financial Accounting

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

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

Further information about 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; and, SF-133, Statement of Budgetary Resources will also be provided.

Who should attend:

Anyone who wishes to understand the above listed federal financial programs.

Prerequisites: None

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 4-5, 2011**
November 29-30, 2011
February 7-8, 2012
April 3-4, 2012
June 12-13, 2012

Dates **October 26-27, 2011**
December 6-7, 2012
February 14-15, 2012
April 10-11, 2012
June 19-20, 2012

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 1-2, 2011 December 13-14, 2011 February 28-29, 2012 April 17-18, 2012 June 26-27-2012
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Dates	November 15-16, 2011 December 20-21, 2011 March 6-7, 2012 May 1-2, 2012 July 17-18, 2012
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Annual Conference

August 20-22, 2012

22nd Annual Government Financial Management Conference

24 CPEs - \$570.00

This year's conference will combine the Fiscal Year-End Closing Seminar and the Annual Conference into one huge event. The conference is a 3-day event offering upto 24 CPE credits at a drastically reduce rate of only \$570.00.

Also, we have partnered with the Office of Management and Budget and the Bureau of Public Debt to expand the conference program. The agenda will incorporate four (4) tracks: Federal Budget Track; Federal Accounting Track; Year-End Closing Track; and Investment Track. This well attended annual conference attracts a capacity audience of government financial management employees in search of the latest expert information on improvements, advancements, and developments in federal financial management. All of the presentations are presented by financial management experts such as, CFOs, financial managers, Congressional staff members, corporate personnel and federal employees who have been involved in the design and development of federal financial management changes.

The Annual Government Financial Management Conference offers the latest topics and the most interesting developments in financial management.

Conference Benefits

- ▶ Choose from a variety of financial management topics across four (4) tracks
- ▶ Breakout sessions and plenaries in the areas of accounting, reporting, auditing, investment, 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

Because of this year's huge price reduction for the 3-day Conference at \$570, there will be no early bird rates and/or special discounts offered this year.

Date

August 20-22, 2012

Location

**Ronald Reagan Building / International Trade Center
14th and Pennsylvania Avenue
Washington,DC**

Schedule of Training

Oct 2011	4-5	Fundamentals of Federal Financial Accounting
	26-27	USSGL Basic
Nov 2011	1-2	USSGL Intermediate
	8-9	CTA (FMS-224)
	15-16	USSGL Advanced
	29-30	Fundamentals of Federal Financial Accounting
Dec 2011	6-7	USSGL Basic
	13-14	USSGL Intermediate
	20-21	USSGL Advanced
Jan 2012	10-11	CTA (FMS-224)
Feb 2012	7-8	Fundamentals of Federal Financial Accounting
	14-15	USSGL Basic
	28-29	USSGL Intermediate
Mar 2012	6-7	USSGL Advanced
	13-14	CTA (FMS-224)
Apr 2012	3-4	Fundamentals of Federal Financial Accounting
	10-11	USSGL Basic
	17-18	USSGL Intermediate
May 2012	1-2	USSGL Advanced
	8-9	CTA (FMS-224)
Jun 2012	12-13	Fundamentals of Federal Financial Accounting
	19-20	USSGL Basic
	26-27	USSGL Intermediate
Jul 2012	17-18	USSGL Advanced
	24-25	CTA (FMS-224)
Aug 2012	20-22	22nd Annual FMS Financial Conference
Sep 2012		

Registration Information

All registrations must 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 then paying by either government or personal credit card via Pay.Gov. There are no other means of registering for any of our courses or conference. In the cases where a government agency made your credit card payment, an email confirmation will be sent to the credit card holder who has paid your enrollment fee. That Pay.Gov payment confirmation email sent to your credit card holder is the only communication that will be sent. Therefore, your agency credit card holder must notify you of your confirmed registration if a government agency is paying your attendance fee.

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, state, local) 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 22nd Annual Financial Management Conference will be held at the Ronald Reagan Building, 14th and Pennsylvania Avenue, Washington, DC.



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 at the Reagan Building, 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.

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.

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, 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 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 Certification

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 Linda.McNeil@fms.treas.gov at least 14 business days in advance of the scheduled class or conference. Sign-interpretation services are available upon written request. For conferences, 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

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

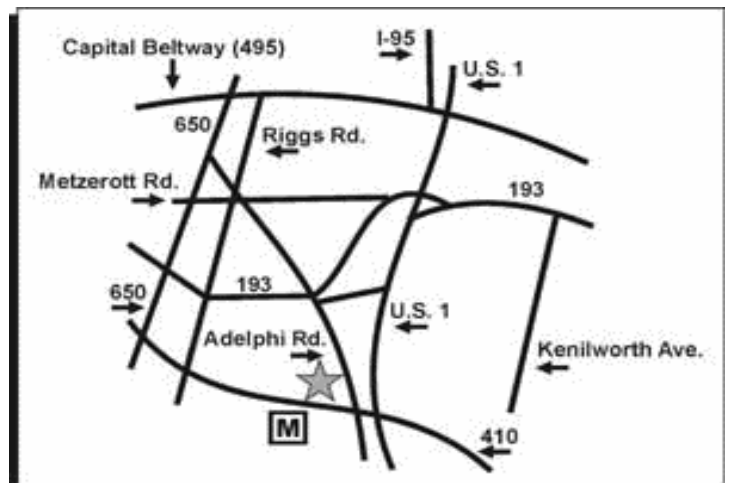
Take the Green Line train (in the direction of Greenbelt) until you reach the Prince George's Plaza Station. Exit the metro station on the East-West Highway side and walk to your right until you come to a light at Belcrest Road and East-West Highway. Cross over East-West Highway so that you are on the 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, 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 or conference. We directly reimburse the credit card holder's account for all refunded payments that we approve.

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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