Course Description:
It’s time to think about the fiscal year 2019 budget! The FY19 budget planning calendar will be distributed and budget policy and procedure revisions will be reviewed. Colleague Budget Management will be used for the budget planning process, so a review of the navigation, input screens and report production tools will be included. Budget training for FY19 will be offered in the September / October 2017 time frame.
*Note, the refresher course is intended for experienced budget management users only; those who are new to the budget process should attend the introduction course.

Audience:
• Budget officers & aliases
• Divisional executives and president submitting and approving department / divisional budget

Prerequisites:
• Required -
  ✓ IMT-1005 Introduction to Colleague
  ✓ IMT-1040 Procurement Basics
  ✓ IMT-1045 Cost Center Manager Training
• Recommended –
  ✓ HRD-1012 FERPA Training

Course Outline:
• Budget calendar and critical time lines
• FY 2019 changes and reminders
• Overview budget process
• Assumptions and guidelines for FY19
• New initiatives
• Budget terminology
• Budget transfers
• Getting started with Colleague Budget Management
  ✓ XGLR for previous year allocated budget review
  ✓ Budget Officers andAliases
  ✓ BAAS Budget Alias Assignment

Course Length:
• Introduction -
  ✓ 2 hours (lecture/lab)
• Refresher -
  ✓ 1 hour (online)

Course Outline (cont’d):
• Using Colleague Budget Management
  ✓ DWSR Detail Worksheet Report
  ✓ ODWP Officer Detail Worksheet Report
  ✓ BCMP Budget Comparison Report
  ✓ OWLI Officer Worksheet Line Item
  ✓ BJNS Justification notes / scenarios
  ✓ RWKS Responsibility Worksheet Summary
  ✓ RWLI Responsibility Worksheet Line
  ✓ OWKS Officer Worksheet Summary

For more Technical Training information, visit:
http://info.csmd.edu/Training/technical

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