



## Fiscal Services Training Schedule 2010

### USASWeb Requisition Training

Basic requisition training utilizing the USASWeb application. This session is geared to the School Secretary. This is a hands-on training with emphasis on requisition entry, modification, and queries.

Sep. 08, 2009 9:00 A.M. – 11:00 A.M.  
Sep. 08, 2009 1:00 P.M. – 3:00 P.M.  
Sep. 16, 2009 9:00 A.M. – 11:00 A.M.  
Sep. 16, 2009 1:00 P.M. – 3:00 P.M.

### EMIS Staff

Specialized open lab time for Staff EMIS users who may need help with staff data entry for October (10K) Reporting.

Oct. 06, 2009 9:30 A.M. – 3:30 P.M.  
Oct. 08, 2009 1:30 P.M. – 3:30 P.M.

### Safari Report Writing

Fiscal user training in the use of the Safari application to import data from USPS & USAS to an excel spreadsheet. This application is a useful tool enabling the user to customize report information in Excel Spreadsheet format.

Oct. 08, 2009 9:00 A.M. – 11:00 A.M.  
Oct. 13, 2009 9:00 A.M. – 11:00 A.M.  
Apr. 20, 2010 1:30 P.M. – 3:30 P.M.  
Apr. 22, 2010 1:30 P.M. – 3:30 P.M.

### AP Process

Accounts Payable training utilizing the USASWeb application and CKPROC. This is a hands-on training for fiscal users. We will go through the requisition, purchase order, invoicing and check writing processes.

Oct. 20, 2009 9:30 A.M. – 11:30 A.M.  
Mar.09, 2010 9:30 A.M. – 11:30 A.M.

### Document Management 101

An introduction to the digital imaging of school district records.

Oct. 28, 2009 1:30 P.M. – 3:30 P.M. Room 16  
Dec. 09, 2009 1:30 P.M. – 3:30 P.M. Room 16  
Feb. 23, 2010 1:30 P.M. – 3:30 P.M. Room 16  
Apr. 13, 2010 1:30 P.M. – 3:30 P.M. Room 16

### Employee Kiosk

An overview of the use and highlights of this application. Employee Kiosk enables the employee to easily make leave requests, as well as access leave balances, pay information, and performance reviews as automated work flows.

Oct. 29, 2009 9:30 A.M. – 11:30 A.M. NEOnet Lab  
Nov. 11, 2009 9:30 P.M. – 11:30 P.M. NEOnet Lab  
Nov. 11, 2009 1:30 P.M. – 3:30 P.M. NEOnet Lab

### Excel Basic Session I

Excel Training for users who want to get started in Excel.

Nov. 12, 2009 9:30 A.M. – 11:30 A.M.  
Apr. 06, 2010 9:30 A.M. – 11:30 A.M.

### Excel Basic Session II

Excel Training for users who have some experience with Excel, or who have taken Session I, and wish to expand their ability.

Nov. 17, 2009 9:00 A.M. – 11:00 A.M.  
Apr. 13, 2010 9:30 A.M. – 11:30 A.M.

### USPS Intermediate

Enhanced training for payroll users who are familiar with basic payroll programs. Importing data through USP Import, use of the DO key, setting defaults, toggling out fields, mapping and masking features will be discussed.

Nov. 17, 2009 1:30 P.M. – 3:30 P.M.  
Nov. 24, 2009 1:30 P.M. – 3:30 P.M.

### EIS Inventory

Implementation and use of the equipment inventory software for maintaining inventory of fixed assets and producing reports.

Nov. 25, 2009 9:30 A.M. – 11:30 A.M.  
Feb. 11, 2010 1:30 P.M. – 3:30 P.M.

### USAS Roundtables

Discussion and updates on USAS related topics.

Aug. 13, 2009 9:00 A.M. – 11:00 A.M. Room 17  
Oct. 14, 2009 9:00 A.M. – 11:00 A.M. Room 17  
Feb. 17, 2010 9:00 A.M. – 11:00 A.M. Room 17  
May 26, 2010 9:00 A.M. – 11:00 A.M. Room 17

### USPS Roundtables

Discussion and updates on USPS related topics.

Aug. 13, 2009 1:00 P.M. – 3:00 P.M. Room 17  
Oct. 15, 2009 9:00 A.M. – 11:00 A.M. Room 17  
Feb. 19, 2010 9:00 A.M. – 11:00 A.M. Room 17  
May 27, 2010 9:00 A.M. – 11:00 A.M. Room 17

### Year End Meetings

Updates on items of interest prior to calendar and fiscal year end.

Dec. 04, 2009 9:00 A.M. – 12:00 P.M. Room 17  
USPS Calendar Year End  
Dec. 11, 2009 9:00 A.M. – 12:00 P.M. Room 17  
USAS Calendar Year End  
Jun. 04, 2010 9:00 A.M. – 12:00 P.M. Room 17  
USPS Fiscal Year End  
Jun. 10, 2010 9:00 A.M. – 12:00 P.M. Room 17  
USAS Fiscal Year End

### Open Labs

We have scheduled one open lab per month in the NEOnet Lab this year. You are invited to bring your own work and use our lab, while we are here to assist you.

Sep. 24, 2009  
Oct. 22, 2009  
Nov. 19, 2009  
Dec. 17, 2009  
Jan. 21, 2010  
Feb. 25, 2010  
Mar. 18, 2010  
Apr. 15, 2010  
May 13, 2010

Trainings are held in the NEOnet Lab, unless another location is noted.

#### NEOnet Fiscal Services Staff

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