

**Finance, Planning and Risk Services Training Schedule
Fiscal and Operational Year 2010/2011**

<u>Session Topic</u>	<u>Intended Audience</u>	<u>Date</u> <u>Time 1:30 - 3:30 pm</u>	<u>Location</u>	<u>Course Description</u>
FAST and FOAP	A	Thurs. August 19, 2010	E229A	A class for anyone who is responsible for monitoring or managing a budget. The class includes an introduction to the chart of accounts (FOAP) and web-based financial reporting (FAST) used at MR.
International Travel, Off Campus Safety Policy, Pre-Travel Authorization Database	A	Fri. September 10, 2010	E229A	This is a comprehensive class covering the policies and process relative to travel activity and costs incurred on behalf of MR.
Cash Handling & Controls	A	Thurs. September 16, 2010	T104	An overview of the MR Cash and Payment Handling policy and procedure requirements and the impact on operating areas.
Chairs Financial Training	M	Thurs. October 7, 2010	E229A	The training will offer an introduction to Financial Services, Supply Chain Management, a few specific policies, labour budgeting and MR Financial Reporting and Management concepts and tools, all as they relate to the chairs role.
HST Training	A/M	Tuesday, October 12, 2010	T107	Information session regarding changes to taxes across certain provinces and how they affect us at MRU.
Forms and Templates/ Expense Reports	A	Thurs. October 14, 2010	E229A	An introduction to the variety of forms and templates used at MR such as those to pay or invoice someone, make corrections to financial transactions and remit payments.
Business Case Development	M	Thurs. November 4, 2010	T107	A presentation on the who, what, where, when, why and how for developing a comprehensive Business Case.
Advanced Reporting and Analysis	M	Thurs. November 25, 2010	E229A	In this class we will go over some advanced financial concepts and demonstrate the analytical reporting tools available within FAST. including how others are using them to manage their budget.
Budget – Management and Development	M	Thurs. December 2, 2010	E229A	The aim of this training is to provide participants with an opportunity to better understand budget development, the MR budget process and how to access budget details on-line using FASTBUD.
FAST and FOAP	A	Thurs. January 13, 2011	E229A	A class for anyone who is responsible for monitoring or managing a budget. The class includes an introduction to the chart of accounts (FOAP) and web-based financial reporting (FAST) used at MR.
Forms and Templates/ Expense Reports	A	Thurs. January 20, 2011	E229A	An introduction to the variety of forms and templates used at MR such as those to pay or invoice someone, make corrections to financial transactions and remit payments.
Cash Handling & Controls	A	Wed. January 20, 2011	T104	An overview of the MR Cash and Payment Handling policy and procedure requirements and the impact on operating areas.
International Travel, Off Campus Safety Policy, Pre-Travel Authorization Database	A	Thurs. February 10, 2011	E229A	This is a comprehensive class covering the policies and process relative to travel activity and costs incurred on behalf of MR.
Advanced Reporting and Analysis	A/M	Thurs. March 10, 2011	E229A	In this class we will go over some advanced financial concepts and demonstrate the analytical reporting tools available within FAST. including how others are using them to manage their budget.
Financial Year End Preparation	A/M	Thurs. April 21, 2011	T107	A presentation to increase understanding of the purpose, responsibilities, and processes relative to the MR fiscal year end.
New and Emerging Activities & Initiatives	A/M	Thurs. April 28, 2011	T107	An update on what's happening in Financial Services that may have an impact on your activities or processes.
A = Administrative Assistants		All session dates and times are tentative.		
M= Managers				
Specific notice will be provided prior to each session being offered. Watch for the dates in the Financial Services "Month End" emails. Please call 6310 to register.				