

2007 Monthly FIS Training Schedule

Month	Date/Time	Where	Subject
January, 2007	January 17, 2007 8:30-noon	Hunt Hall, Room B128	PO/ Invoice/ JV entry
February, 2007	February 21, 2007 8:30-noon	Hunt Hall, Room B128	Querying, reporting, approvals
March, 2007	March 21, 2007 8:30-noon	Hunt Hall, Room B128	Backdating transactions, travel, procurement cards
April, 2007	April 18, 2007 8:30-noon	Hunt Hall, Room B128	PO/ Invoice/ JV entry
May, 2007	May 16, 2007 8:30-noon	Hunt Hall, Room B128	Querying, reporting, approvals
June, 2007	June 20, 2007 8:30-noon	Hunt Hall, Room B128	Backdating transactions, travel, procurement cards
July, 2007	July 18, 2007 8:30-noon	Hunt Hall, Room B128	PO/ Invoice/ JV entry
August, 2007	August 15, 2007 8:30-noon	Hunt Hall, Room B128	Querying, reporting, approvals
September, 2007	September 19, 2007 8:30-noon	Hunt Hall, Room B128	Backdating transactions, travel, procurement cards
October, 2007	October 17, 2007 8:30-noon	Hunt Hall, Room B128	PO/ Invoice/ JV entry
November, 2007	November 21, 2007 8:30-noon	Hunt Hall, Room B128	Querying, reporting, approvals
December, 2007	December 19, 2006 8:30-noon	Hunt Hall, Room B128	Backdating transactions, travel, procurement cards

If you want to sign up for any of the above classes or have any additional needs for training on FIS, travel, procurement cards, Office Max, ?, please contact Doug Garton at 2-3838.