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# Budget Training Class

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Fall 2007

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# Outline of Course

- Three 3-Hour Sessions
  - Open to Anyone Who Works With or Has An Interest in Working on Budgets. Preference Will Be Given to Staff Currently Performing a Financial Function.
  - Classes Will be Taught by Budget Office and Controller Office Staff.
  - A General Understanding of the University's Chart Field Structure is Useful.
  - Run in Conjunction with Workplace Learning & Development.
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# Session One

- How the total campus budget is structured and funded.
  - How your individual budget fits within the campus budget timeline.
  - Basic budgeting concepts and terms.
  - Basics of Fund Accounting
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# Session Two

- Accounting Terminology at UMAMH
  - Accounting Practices at UMAMH
  - Budgeting Practices at UMAMH
  - UMAMH Budgeting/Accounting Calendar of Events
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# Session Three

- How to Read PeopleSoft Financial Reports
  - How to Monitor Budget Performance Throughout the Fiscal Year
  - Overview of Various Budget Tools (e.g. Salary Forecasting Tool, Budget Change System)
  - Presentation of different ways that department and MBU fiscal staff manage their budgets.
  - Ideas on How to Deal with Challenging Budget Situations.
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# Next Steps

- Feedback from You on Proposed Curriculum.
  - Focus Groups to Review Course Content.
  - Ideas on Different Ways that You Manage Your Budget
  - Ideas on Dealing with Challenging Budget Situations.
  - Feedback to [admins@admin.umass.edu](mailto:admins@admin.umass.edu)
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