

OCTOBER 2009

Monday	Tuesday	Wednesday	Thursday	Friday
			1 FIN 101 Finance Orientation 1:30-2:30PM; HO249	2
5 ACT 101 Intro to Accounting 9:00-11:00AM HO249 Cancelled due to low enrollment	6 PUR202 P-Card for Cardholders 10am-12pm; PUR	7 ACT 103 Intro to UNCW Travel 9:00-10:30AM; HO 249 PUR 101 Purchasing Processes 1:00-3:00PM; HO249 Cancelled due to low enrollment	8 ACT 102 AP Paying the Bills 9:00-11:00AM; HO249 Cancelled due to low enrollment	9
12 CGT 101 Intro to Contract & Grant Funds 1:30-3:00PM; HO249	13 ACT 301 Journal Entries 9-10:30AM; HO 249	14 PUR 201 Purchasing Processes II 9:00-11:00 AM; HO 249 Cancelled due to low enrollment	15 BGT 101 Intro to Budgets 1:00-3:00PM; HO249	16
19 ACT 303 Non-Employee & Student Travel 9:30-11:00AM; HO249 RCT 101 Petty Cash Requests 1:30-3:00PM; HO133A	20 BGT 301 Receipt Supported Budgets 1:30-3:30PM; HO249	21 Test Out Session 9-10AM; WC Ballroom 2	22	23
26 BGT 201 Banner Budget Revisions 1:00-3:00PM; HO249	27 ACT104 General and Trust Funds 9-10:30am; HO249	28 BAN 201 Requisition Create 8:00-12:00; HO249	29 RCT 201 Deposit Transmittals 1:30-3:00PM; HO249	30

NOVEMBER 2009

Monday	Tuesday	Wednesday	Thursday	Friday
2	3 PUR 202 P-Card for Cardholders 10 AM-12 PM; PUR	4 FIN 101 Finance Orientation; 9-10:00AM; HO 249	5	6
9	10 ACT 301 Journal Entries; 9-10:30AM; HO249 BGT 202 Understanding the UNCW Budget System 1:30-3:30PM; HO249	11 TESTOUT Session 9-10am; Fisher University Union 2019 Cape Fear Room	12 BGT 203 Banner Budget Request System 1:30-3:30PM; HO249	13
16 ACT 201 UNCW Employee Travel 1:00-3:00PM; HO249	17 PUR 203 P-Card for Card Coordinators 10-11:30 AM PUR BGT 201 Banner Budget Revisions 1:30-3:30 PM; HO249	18 BAN 202 Managing Funds 9-11:00 AM; HO249 PUR101 Purchasing Processes 1:30-3:30pm; HO249	19 BGT 302 General Funds Budgets 1:30-3:30PM; HO249	20
23	24	25	26 HOLIDAY	27 HOLIDAY
30				

DECEMBER 2009

Monday	Tuesday	Wednesday	Thursday	Friday
	1 PUR202 P-Card for Cardholders 10AM-12PM; PUR	2 FIN101 Finance Orientation; 1:30-2:30; HO249	3 ACT 101 Intro to Accounting 9:00-11:00am; HO249	4 CGT 201 Using Banner to View Contract/Grants 9-10:30AM; HO 249
7 ACT 302 Understanding Interdepartmental Transactions 9-10:30am; HO249 BGT101 Intro to Budgets 1:30-3:30pm; HO249	8 PUR301 Independent Contractor Procedures 9:00-10:30AM; King 202	9 BAN301 Banner Req/PO Query Forms 9-11am; HO249 PUR201 Purchasing Processes II 1:30-3:30PM; HO249	10 CGT301 Managing Your Contract/Grant Funds 9-10:30am; HO249 BGT201 Banner Budget Revisions 1:30-3:30pm; HO249	11 TESTOUT Session 9-10am; Fisher University Union 2019 Cape Fear Room
14 BGT304 Personnel Budgets 1:30-3:30pm; HO249	15 ACT104 General and Trust Funds 9-10:30am; HO249 BGT305 The Money Flow 1:30-3:30PM; HO249	16 PUR204 P-Card for Budget Authorities 10-11am; PUR ACT202 Using UNCW E-Travel 1-3:00pm; HO249	17 BGT303 Banner Position Control 9:30-11:30am; HO249	18
21	22	23	24 WINTER BREAK	25 WINTER BREAK
28 WINTER BREAK	29 WINTER BREAK	30 WINTER BREAK	31 WINTER BREAK	