

October 2008

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
6	7	8	9	10
13 FIN101 Fin Orientation 9:30-11:30am; HO116	14	15	16 ACT101 Intro to Accounting 9-11:30am; HO249	17
20 CGT101 Intro to C&G Funds 9:30-11am; KI203	21	22 BGT101 Intro to Budgets 2-4pm; AL215	23 TESTOUT Session 10:30-11:30am; WC104	24
27 ACT301 Journal Entries 9-10:30am; KI203	28 FIN101 Fin Orientation 9:30-11:30am; HO133a TESTOUT Session 10:30-11:30am; FSC2019	29 RCT201 Deposit Transmittals 9-10:30am; KI202 PUR101 Purchasing Processes I 2:30-4:30pm; KI203	30 ACT302 Interdept'l Transactions 9-11am; HO249	31 ACT102 AP-Paying the Bills 9-11am; HO249

November 2008

Monday	Tuesday	Wednesday	Thursday	Friday
3	4 PUR202 P-Card for Card Holders 10am -12noon; PUR PUR301 Independent Contractor Procedures 3-4:30pm; NC103	5 CGT201 Using Banner to View C&G Funds 9-10:30am; HO249 TESTOUT Session 2-3pm; WC104	6 ACT103 Intro to UNCW Travel 8:30-10am; FSC2011 FIN101 Fin Orientation 2-4pm; PUR	7 BGT202 Understanding the UNCW Budget Sys 10am-12noon; AL215
10 ACT101 Intro to Accounting 9-11:30am; KI203	11 ACT104 General & Trust Funds 2:30-4pm; DO132	12 TESTOUT Session 9-10 am; WC104 FIN102 Year End Processing 2:30-4:30pm; DO202	13 BGT301 Receipt Supported Budgets 9:30-11:30am; AL215 RCT101 Petty Cash Requests 3-4:30pm; KI202	14 ACT303 Non-Employee & Student Travel 9-10:30am; KI104 BAN201 Requisition Create 1-5pm; HO249
17 BAN202 Managing Funds 9-11am; HO133a ACT201 UNCW Employee Travel 3-4:30pm; NC103	18 PUR204 P-Card for Budget Authorities 9-10am; PUR TESTOUT Session 3-4pm; FSC2011	19 BGT201 Banner Budget Revisions 2-3:30pm; HO133a FIN101 Fin Orientation 2:30-4:30pm; S&BS221	20 ACT202 Using UNCW E-Travel 9-11am; HO133a BGT302 General Funds Budgets 2-4pm; AL215	21 PUR201 Purchasing Processes II 9-11am; KI104 BGT101 Intro to Budgets 2-4pm; HO133a
24	25	26	27	28

December 2008

Monday	Tuesday	Wednesday	Thursday	Friday
<p>1</p> <p>PUR302 Fixed Assets/Equipment Tracking 9-10am; KI203</p> <p>TESTOUT Session 2-3pm; FSC2011</p>	<p>2</p> <p>PUR202 P-Card for Card Holders 10am-12noon; PUR</p> <p>BGT203 Banner Budget Request Sys 2-4pm; HO249</p>	<p>3</p> <p>PUR101 Purchasing Processes I 9-11am; HO249</p> <p>FIN101 Fin Orientation 1:30-3:30pm; HO249</p>	<p>4</p> <p>BGT305 The Money Flow 9:30-11:30am; AL215</p> <p>BAN301 Banner Req/PO Query Forms 1:30-3:30pm; HO249</p>	<p>5</p> <p>CGT301 Managing Your C&G Funds 9-10:30am; HO249</p>
<p>8</p> <p>ACT103 Intro to UNCW Travel 9-10:30am; HO133a</p> <p>RCT101 Petty Cash Requests 2-3:30am; HO249</p>	<p>9</p> <p>BGT303 Banner Position Control 9-11am; SB221</p>	<p>10</p> <p>TESTOUT Session 9-10am; WC104</p> <p>ACT101 Intro to Acctg 2-4:30pm; NC103</p>	<p>11</p> <p>BGT304 Personnel Budgets 9-11am; AL215</p>	<p>12</p> <p>ACT301 Journal Entries 2-3:30pm; HO249</p>
<p>15</p> <p>BGT201 Banner Budget Revisions 9-10:30am; HO249</p> <p>ACT102 AP-Paying the Bills 2-4pm; KI203</p>	<p>16</p> <p>FIN101 Finance Orientation 9:30-11:30am; AL215</p> <p>PUR203 P-Card for Card Coordinators 3-4:30pm; PUR</p>	<p>17</p> <p>BAN201 Requisition Create 8am-12noon; HO249</p> <p>RCT201 Deposit Transmittals 2-3:30pm; KI203</p>	<p>18</p> <p>BAN202 Managing Funds 8:30-10:30am; HO249</p> <p>ACT302 Interdepart'l Transactions 1:30-3:30pm; KI203</p>	<p>19</p> <p>PUR201 Purchasing Processes II 9-11am; KI203</p>
22	23	24	25	26
29	30	31		