

IDAHO STATE CONTROLLER'S OFFICE ACCOUNTING & PAYROLL TRAINING SCHEDULE FY2017

700 W. State Street, Boise, ID 83702

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Division of Statewide Payroll

DSP IPOPS and Employee Information System

This one day course provides users with information for navigating the SCO web site and help manual, online reporting, online inquiry and employee self-service. In addition, attendees will learn about IPOPS actions, personnel remarks, creating custom views and the processing of IPOPS forms. This class is offered on-site and includes guest speakers from DHR, DFM, OGI, PERSI and State Insurance Fund.

August 24, 2016	8am – 4pm
November 16, 2016	8am – 4pm
February 8, 2017	8am – 4pm
May 17, 2017	8am – 4pm

DSP I-Time and Payroll Calculation

CPOs and approvers will greatly benefit from this one day class that provides information in I-Time and payroll calculations. The training includes instruction on holiday overtime calculation, regular overtime calculation and 28-day cycle calculation. A review of I-Time reports and processing a time sheet from start to finish will be covered. This class is offered on-site and may include guest speakers from DHR, DFM, OGI, PERSI and State Insurance Fund.

August 25, 2016	8am – 4pm
November 17, 2016	8am – 4pm
February 9, 2017	8am – 4pm
May 18, 2017	8am – 4pm

DSP IBIS Personnel & Payroll Reporting Groups

This one day class delves into learning how to obtain payroll and personnel information from IBIS. Learn how the different data elements can help build functional reports that can be used as stand-alone reports or exported into Excel. Tips and tricks for getting the most out of IBIS will also be covered. Query Studio (Business Author license required).

August 10, 2016	8am – 4pm
November 2, 2016	8am – 4pm
February 23, 2017	8am – 4pm

May 18, 2017

8am – 4pm

I-Time Leave/Overtime Request

This I-Time feature allows agencies to simplify their current leave/overtime request process. This allows for an electronic signature trail, employee and approver comments, approvals and disapprovals. The leave/overtime are then archived and can be retrieved at any time for historical information. Training for this feature is done on an agency-by-agency basis and can be done at any time

Fiscal Year End

This is an online course outlining information needed for fiscal year end payroll processes. This course will cover important processing requirements and deadlines. In addition to an in-depth look at specific fiscal year end online reports.

Dates to be announced.

Calendar Year End

This is an online course outlining information needed for fiscal year end payroll processes. This course will cover important processing requirements and deadlines. In addition to an in-depth look at specific fiscal year end online reports.

Dates to be announced.

DSP Online Training

DSP offers many of our training sessions via video and Adobe Connect in addition to the regular, eight-person, on-site classes. To inquire about online training, one-on-one training or group training, please contact the following:

KD Carlson or Tara Szwec at 334-2394 or dsprainer@sco.idaho.gov

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DSA Systems Training

SCO offers many of our training sessions via video and Adobe Connect in addition to the regular, eight-person, on-site classes.

STARS, FAS, Statewide Accounting Applications

As agencies have migrated to our web based Statewide Accounting application or their own up front systems, we have decided classes will no longer be held on site at the SCO office. Full documentation for STARS and FAS are available on our website under Accounting Application Support. Statewide Accounting Applications videos and manual documentation are also located with the Accounting Application Support link.

STARS – FYE Preparation

In-depth training relating to FYE issues: encumbrances, document file, interagency billing, structure changes, warrant cancellations, FAS hold-file, payroll dates and reports. Training includes a review of STARS FYE closing schedule for entries to STARS and year end closing topic-by-topic. Class will be held both on site and via Adobe Connect.

March 15, 2017 9am – 11am

Reporting and Review

Closing Package In-Depth Review Session

This session is intended for those new to the reporting process and includes a comprehensive tour of all GAAP closing packages, changes made to the packages, challenges encountered in prior years and review of new accounting standards.

May 11, 2017 8:30am – 11:30am

Closing Package Condensed Summary Sessions

These sessions are intended for those who are experienced with the reporting process and include a review of changes to the GAAP closing packages, challenges encountered in prior years, and review of new accounting standards.

May 10, 2017 8:30am – 10:30am
May 11, 2017 1pm – 3pm

Internal Controls

Learn why internal controls are important and who is responsible to keep them in place. Class will cover the primary objectives and 17 points of focus for internal controls.

April 13, 2017 8am – 10am
April 12, 2017 10am – 12pm

Please direct questions regarding Internal Controls and GAAP closing packages training to cafr@sco.idaho.gov

IBIS: Idaho Business Intelligence Solution Query Studio

This class is offered for NEW IBIS users and only after they have completed the Adobe Connect getting started session and test out. Query Studio users may not re-register for training prior to 18 months after their original training session.

Prerequisite: An Adobe Connect session will be held one week prior to the class at 1:15 for approximately 1 hour. User will learn how to navigate and generate a simple query. After completion of the session, an email will be sent out with the reports that need to be built and saved for the 4 hour session. Links will be sent to users upon approved class registration.

Learn data and functionality for building ad-hoc reports. Understand how the reporting groups are defined. Class will cover inserting data, building filters to limit data extraction, calculated fields, scheduling reports and review of the statewide reports available for agency use.

Prerequisite		On Site	
Sept 13, 2016	1:15pm	Sept 20, 2016	8am – Noon
Nov 8, 2016	1:15pm	Nov 15, 2016	8am – Noon
Jan 17, 2017	1:15pm	Jan 24, 2017	8am – Noon
Mar 14, 2017	1:15pm	Mar 21, 2017	8am – Noon
May 16, 2017	1:15pm	May 23, 2017	8am – Noon