

## **CF- Fund 55 College Staff Training**

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The **Target Audience** for this class is staff members responsible for maintaining, reviewing, and reporting of account balances in General Ledger Fund 55

<b>Date:</b>	February 15, 2012
<b>Register by date:</b>	February 13, 2012
<b>Time:</b>	9:00 AM – 4:00 PM – <b>Login 30 minutes before class start time</b>
<b>Delivery Method:</b>	via Webinar
<b>Facilitator(s):</b>	Libba Thomas
<b>Prerequisites:</b>	General Understanding of Fund 55

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**Course Description:** We will discuss Fund 55 and what balances in the accounts mean and how to address questions and concerns about these balances.

**Advanced Preparation:**

- Saved and have accessible the documentation indicated for the class that is located on the **CIS Training Materials** web page.
- Have a hard copy of the school's SAP policy that can be reviewed and manipulated
- Access and log into <https://clients.datatel.com>

**Course Objectives:** After completing this session, participants will be able to

- Understand and explain Fund 55 processes
- Review account balances for troublesome accounts
- Complete steps for helpful monthly workflows
- Complete AR to GL balancing
- Correct various Student Account errors
- Run the XSOR process and evaluate the accounts
- Close out Fund 55 balances at year-end

**Directions for Joining  
the Webinar:**

Join the webinar session by using the meeting link and telephone bridge information provided to you via email.

If more than one person from your college is participating, please have everyone in one location with one computer with LCD projector for all to see the screen. Contact your System Administrator if you need help with this.

A limited number of phone lines are available for the call, therefore, all participants from one institution should meet in the same room with a speakerphone, computer with Internet access and a projection unit to display the presentation.