CF – Chart of Account Maintenance for New Users  
College Staff Training

<table>
<thead>
<tr>
<th>Target Audience:</th>
<th>The target audience for this class includes Business Office staff responsible for maintaining the college’s chart of accounts.</th>
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<tbody>
<tr>
<td>Date:</td>
<td>September 29, 2015</td>
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<tr>
<td>Register by Date:</td>
<td>September 25, 2015</td>
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<tr>
<td>Delivery Method:</td>
<td>via Webinar</td>
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</table>
| Time:                    | 9:00 a.m. – 12:00 p.m.  
Log in 30 minutes before class start time. |
| Facilitator(s):          | Debbie Batten – SME, Financials & AR/CR  
Holly Martin – SME, Financials & AR/CR |
| Prerequisites:           | None                                                                                                                     |
| Course Description:      | Business Office staff will be trained how to create and maintain the college’s chart of accounts. This course will review the Accounting Procedure Manual, Section 2 – Chart of Accounts. |
| Advanced Preparation:    | Prior to class:  
• Print and bring the class documentation, if available, published via the NCLOR at [http://exploretelor.org](http://exploretelor.org).  
• Ensure access to all mnemonics provided with training materials. |
| Course Objectives:       | After completing this session, participants will be able to:  
• Explain the Chart of Accounts  
• Explain how to create and maintain general ledger accounts  
• Review the general ledger account structure  
• Discuss the Accounting Procedures Manual, Section 2 – Chart of Accounts |
Directions for Joining the Webinar:

Join a webinar session by using the meeting link and telephone bridge information provided to you via the "Class Information" email. If you cannot locate the "Class Information" email from Diana Spears (spearsd@nccommunitycolleges.edu), please contact the College User Support Team at (919) 807-7178 or InternalCUST@nccommunitycolleges.edu and someone will assist you.

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. Contact your college’s IT Department Help Desk if you need assistance.

Course Evaluation:

Thank you for attending this training class. The goal of the College User Support Team is to provide the best possible training solutions for the Community College System. You can help us continually improve our training sessions by completing the evaluation for this class. At the conclusion of this class, you will receive an email at the email address you submitted during registration. This email will include a link to our training evaluation. Please complete this evaluation within ten days of receipt. Your input provides our team with valuable feedback about our services.