

# SCHOOLS FRONT END (SFE) TRAINING

**Local District Northeast School Fiscal Services** is offering Schools Front End (SFE) Training Sessions in Budget Management during the month of October 2019.

Training Sessions will be held at Zelzah Admin. Lab as follows:

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|------------------------------|--------------------------|
| 1. Thursday, October 3, 2019 | - 8:30 a.m. – 11:30 a.m. |
| 2. Thursday, October 3, 2019 | - 12:30 p.m. – 3:30 p.m. |
| 3. Friday, October 4, 2019   | - 8:30 a.m. – 11:30 a.m. |
| 4. Friday, October 4, 2019   | - 12:30 p.m. – 3:30 p.m. |
| 5. Friday, October 11, 2019  | - 8:30 a.m. – 11:30 a.m. |
| 6. Friday, October 11, 2019  | - 12:30 p.m. – 3:30 p.m. |

Trainings are designed to offer hands-on instruction to **new users** of Schools Front End. Each 3-hour training session will offer instruction in the following areas:

- Key Terms and Concepts
- Schools Front End (SFE) Budget Adjustment Workflow
- Accessing Schools Front End (SFE) in BTS
- Entering Budget Adjustment in Schools Front End (SFE)
- Printing School Budget Signature Form – WIP (Work in Progress) Version
- School Site Approval Process
- Deleting a WIP (Work in Progress)
- Accessing Reports in Schools Front End (SFE)
- Completing a Manual Budget Adjustment Request (BAR) Form

Interested staff must sign-up and select the training date by completing and submitting the google form. Classes are expected to fill up. The deadline to register is **September 27, 2019**.

## Notes:

- Please limit registration to two (2) employees per school site.
- Participation should be limited to those involved in the Budget Management process only.
- To take advantage of the hands-on nature of the class, each participant must have access to SFE prior to training.
- In the event, a session enrollment does not reach the required minimum, the enrollees may be reassigned to another session.