

Budget Training

Beginning this fiscal year, as part of both novice and refresher courses, OMB will also be providing a budget theory course, *Introduction to Budget*, aimed to help departments understand what OMB looks for in a budget submission. Additionally, classes for all three budget development systems are offered free of charge and are recommended for employees involved in the development or monitoring of departmental budgets. To register for any of the classes listed below, please contact Amelia Moya at 305-375-5143 and provide the trainee name, position title, and department. Seating is limited and classes will be filled on a first come, first serve basis.

BAT Training

This training will provide a basic understanding of how to enter, change, delete, and retrieve data into/from BAT. Topics include: reconciling personnel counts, entering vacant positions, changing payroll data for exempt positions, entering service adjustments (reductions) and enhancements (increases), entering revenues and expenditures, and using BAT reports. Training sessions are broken into three distinct and necessary classes. Three full-day training sessions are required for all those who have been identified within their department as a “power user”.

The BAT Users Manual can be found online at:

<http://www.miamidade.gov/budget/library/budget-analysis-tool.pdf>

Each three-day session will run from 8 a.m. to 5 p.m. at the Stephen P. Clark Center.

- December 16-18, 2013
17th Floor Training Room
- December 17-19, 2013
18th Floor Room 18-2
- January 6-8, 2014
17th Floor Training Room
- January 7-9, 2014
18th Floor Room 18-2
- January 13-15, 2014
17th Floor Training Room
- January 14-16, 2014
18th Floor Room 18-2

CIIS Training and Capital Projects Budget Submission Module

The FY 2014-15 Proposed Capital Budget will be created within the Capital Projects Budget module in the Capital Improvements Information System (CIIS). This training will provide a step-by-step explanation of how to enter, change, delete, and retrieve data into/from the module. Topics include: the importance of each report, inputting and updating funded projects including COR requests), inputting and updating unfunded projects, and prioritizing unfunded projects. Training manuals (Appendix H) will be distributed in class and can be found online at:

<http://www.miamidade.gov/budget/fy14-15-budget-development.asp>

Time: 1:00pm – 5:00pm

Dates: January 10, 2014
January 17, 2014
January 24, 2014

Location: Stephen P. Clark Center
111 NW 1st Street
18th Floor
Room 18-2