

OMB Circular No. A-11 Review Classes
(To register for these classes, please call (202) 395-7510)

The classes will be held at the White House Conference Center, 726 Jackson Place, NW, Washington D.C. 20503.

The presentations are designed as a basic introduction to the subjects listed. Experienced agency budget office staff with specific account questions should address those questions to their OMB examiner.

(1) Basic Circular A-11 Review Class

Changes to A-11

An overview of Account Presentations

- Summary of MAX schedules and print materials
- Appropriations language
- Program and financing schedules
- Narrative statements
- Object classification schedule
- Transmittal codes
- Tips on review and marking-up galley proofs.

Treasury data

- Crosswalk between the SF133 and MAX Schedule P
- FACTS II crosswalk to MAX Schedule P
- Schedule Z

| <i>DATE</i> | <i>TIME</i> |
|-----------------------------|------------------------|
| Tuesday, October 3, 2000 | 9:00 a.m. - 12:00 p.m. |
| Wednesday, October 11, 2000 | 9:00 a.m. - 12:00 p.m. |

(2) Advanced Circular A-11 Review Class

Schedule N

Budget Enforcement Act categories

Other MAX schedules

| <i>DATE</i> | <i>TIME</i> |
|----------------------------|------------------------|
| Thursday, October 19, 2000 | 9:00 a.m. - 12:00 p.m. |

(3) MAX A-11 Diagnostic and Backup Reports

| <i>DATE</i> | <i>TIME</i> |
|---------------------------|------------------------|
| Tuesday, November 7, 2000 | 9:00 a.m. - 12:00 p.m. |

(4) Balancing an account

| <i>DATE</i> | <i>TIME</i> |
|-----------------------------|------------------------|
| Wednesday, October 18, 2000 | 9:00 a.m. - 12:00 p.m. |
| Tuesday, October 24, 2000 | 9:00 a.m. - 12:00 p.m. |

(5) Credit accounts

| <i>DATE</i> | <i>TIME</i> |
|-----------------------------|------------------------|
| Wednesday, October 25, 2000 | 9:00 a.m. - 12:00 p.m. |

MAX A-11 COMMUNICATIONS TRAINING CLASSES
(To register for these classes, please call EOP Network Operations Center
at (202)395-7370)

There are three supported ways to access the EOP's computer: (1) Internet; (2) Windows NT 4.0 dialer software; and, (3) Windows 98 dialer software. The following training classes will cover configuring your communication software to access the EOP's computer, installing and configuring the MAX A-11 software, logging onto the MAX system, and using the MAX A-11 application. You must bring your MAX UserID, SecurID card, and your Password to class with you. The classes will be held in room 4203 of the New Executive Office Building, 725 17th Street NW, and will last approximately two hours.

INTERNET/BASIC MAX (includes an introduction to the MAX A-11 system)

| <i>DATE</i> | <i>TIME</i> |
|-----------------------------|-------------|
| Tuesday, October 3, 2000 | 1:30 p.m. |
| Thursday, October 5, 2000 | 9:30 a.m. |
| Wednesday, October 11, 2000 | 1:30 p.m. |
| Thursday, October 12, 2000 | 1:30 p.m. |
| Tuesday, October 17, 2000 | 9:30 a.m. |
| Thursday, October 19, 2000 | 1:30 p.m. |
| Wednesday, October 25, 2000 | 9:30 a.m. |
| Thursday, November 2, 2000 | 1:30 p.m. |
| Wednesday, November 8, 2000 | 9:30 a.m. |

To request training on dial-up WINDOWS 98 or WINDOWS NT 4.0 configuration, please call Martha Wallace at 395-5682.

MAX A-11 DATA ENTRY CLASSES

(To register for these classes, please call EOP Network Operations Center
at (202)395-7370)

The class will cover a review of how to use the MAX A-11 application, advanced features of the application, and new A-11 requirements. Please remember to bring your MAX UserID, SecurID card, and your Password to class with you. The classes will be held in room 4203 of the New Executive Office Building, 725 17th Street NW, and will last two hours.

ADVANCED MAX (Spendout rate, creating a new transmittal, reports from the OMB Host, and tips on balancing a straightforward S&E account)

| | |
|-----------------------------|-----------|
| Wednesday, October 4, 2000 | 9:00 a.m. |
| Tuesday, October 10, 2000 | 1:30 p.m. |
| Tuesday, October 17, 2000 | 1:30 p.m. |
| Tuesday, October 24, 2000 | 1:30 p.m. |
| Thursday, October 26, 2000 | 9:00 a.m. |
| Thursday, October 31, 2000 | 9:00 a.m. |
| Wednesday, November 1, 2000 | 9:00 a.m. |
| Wednesday, November 8, 2000 | 1:30 p.m. |
| Thursday, November 9, 2000 | 9:00 a.m. |