

Training Center Location
Mailing Address
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Microsoft Access CUFF

COURSE DESCRIPTION

A good computerized expenditure tracking system is the basis of an organized and well-run office. This class will show the student how to use a Microsoft Access CUFF accounting system developed by Paul Martin. Each participant will be given a completed database application with data entry screens, reports, Excel spreadsheet links, and FFS BIA import capability. During the three day class, the participant will be shown the fundamentals of Microsoft Access and will learn how to operate and modify the CUFF system. Once the participant knows how to use the CUFF application, he/she will setup and enter budget amounts for programs and objects class codes. The CUFF system also includes already created FFP spreadsheets that automatically connect to the database. The student will be shown how to link their FFP spreadsheets to the CUFF applications. The CUFF application will import expenditure and payroll reports created by the FFS BIA system for comparative analysis reports. The student will learn the steps for importing FFS BIA reports for creating the comparative analysis reports. In order that each participant is able to use a computer the class size is limited. Each student will receive a disk containing the application that has been designed in the class.

SPECIFIC TOPICS COVERED

- Setting up the program and object codes
- Entering budget amounts
- Budget reports
- Entering expenditures
- Tracking open PO's.
- Expenditure reports
- Program and object balance reports
- Entering, editing, and deleting records
- Searching for records
- Linking the FFP/BEM spreadsheets to the CUFF database
- Importing expenditures from FFS BIA 100 Report
- Importing payroll data from FFS BIA 160 Report

CLASS DAYS

This class is scheduled over a three-day period.

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