



October 15, 2009
MS Access & ARRA Grants Training

MS Access: Session 1 – 1:00 pm to 2:20 pm
Presented by Lois Wallace

This session is designed for people who use Access, have a basic understanding of tables, and can create simple select queries. We'll take a look at different kinds of queries: A Select query with totals, multiple tables, and different kinds of joins and how they impact the query results. A Make Table query creating a new field and setting simple criteria. An Append query that adds more records to our new table. Some Update queries to clear the contents of a field, use a formula to put data into a field, and put data into a field from another table. A Delete query that deletes records from a table based on criteria, or empties the entire table. Then we'll put it all together into a macro that will run all the queries and let us know when it's finished.

ARRA Grants: Session 2 – 2:40 pm to 4:00 pm
Presented by Mike Auman

Mike's presentation will include an overview of the American Recovery and Reinvestment Act of 2009 and how the Recovery Act is being implemented across the state. Mike will also discuss the accountability and transparency measures included in the Recovery Act and how Oregon is preparing to meet the unprecedented level of federal funding coming to the state

Presenters Bios:

Lois Wallace: Lois' career in finance began about 15 years ago, preparing the annual budget and monthly financial management reports for Salem Hospital. She has been at ODOT as a Financial Coordinator for three years, and does not miss the budgeting a bit! Lois has enjoyed the adventure learning governmental accounting, and working once again in an old mainframe system. She also enjoys the challenge of extracting data and using Access and Excel to compile it into meaningful reports.

Mike Auman: is the Finance Manager for the Governor's Economic Recovery Executive Team and is responsible for helping implement the federal Recovery and Reinvestment Act of 2009. Mike began his career with the state of Oregon in 1987 with General Services Department. He spent 10 years with General Services/Department of Administrative Services and then almost 10 years with the Water Resources Department. Mike comes most recently from the Oregon Department of Energy as Assistant Director of Central Services. Throughout his state career Mike has held a range of posts in the accounting, management and IT management arenas. Mike has a BS degree in Business Administration from Oregon State University.

REGISTRATION FORM

MS Access & ARRA Grants Training

October 15, 2009, Salem Conference Center 1:00PM - 4:00PM

Instructions: Please fill out the registration form and return with payment to OSFA, c/o Class Act Event Coordinators, 910 Commercial St. SE, Salem, OR 97302. Phone: 503-371-8904, Fax: 503-589-9166 or email: respond@classactevents.net

Name: _____

Working Title: _____ Agency/Govt: _____ Agency Number: _____

Mailing Address: _____

E-mail: _____ Daytime Phone: _____

Registration Fee: Sign up for both and save!

MS Access	\$30.00
ARRA Grants	\$30.00
Attending Both Sessions	\$50.00

Schedule:

12:30pm to 1:00pm	Registration
1:00pm to 2:20pm	Session 1
2:20pm to 2:40pm	Break
2:40pm to 4:00pm	Session 2

Make checks or purchase order payable to OSFA. OSFA's Tax ID Number is 94-3099572.

Registration Deadline: October 09, 2009 (postmarked or faxed by October 09, 2009)

Summary Section:

Training Registration Fee \$ _____

OSFA Membership Fee (see below) \$ _____

Total Enclosed \$ _____

Purchase Order Number _____

OSFA Membership Fee:

If you would like to become a member of OSFA for 2009 (1 year membership expires one year from the date the payment is received), please indicate the appropriate membership fee below and return this form with your payment. Annual renewal and new membership prices follow:

\$30 Active Membership
Any fiscal employee of the State of Oregon

\$15 Student Membership
Any full or part-time student who is not an employee of the State of Oregon

\$90 Associate Membership
Any other person not eligible for Active or Student Membership

Cancellation/Refund Policy: please refer to website

http://www.oregonstatefiscalassn.org/OSFA_RefundPolicy.htm .

One registration form per attendee please.