**Budget Reconciliation Workshop:** Participants will learn to interpret the monthly budget reports and reconcile their departmental ledgers with the reports.

**Prerequisites:** The Posting Expense Documents workshop or familiarity with the Excel spreadsheets that have been specifically developed for reconciling departmental ledgers with the monthly budget reports.

**Who Should Attend:** Anyone (fiscal agents, project directors, administrative assistants, administrative aides, secretaries, clerks) who will be reconciling the Excel spreadsheets specifically designed for the NEIU monthly budget reports.

**Date:** March 29, 2006  
**Time:** 1:30 – 3:30  
**Place:** CLS-4066

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**ACXIOM/FRS Workshop:** Participants will learn how to sign-on and sign-off of the on-line University accounting system. The participants will explore the various screens in the system and the information presented on them.

**Prerequisites:** Attendance is by invitation only because the FRS system is password-protected. Request access to the system by filling out the FRS Form found on the Controller’s Office Resources web site: [www.neiu.edu/~finanaff](http://www.neiu.edu/~finanaff) (Don’t forget to have the fiscal agent sign the form.) When the passwords are in place, the viewer is invited to the next workshop.

**Date:** March 30, 2006  
**Time:** 1:30 – 3:30  
**Place:** CLS-4066

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Please email LK-Pienta@neiu.edu or call extension 5148 to register.

As always, your supervisor must approve your attendance.