

UPDATED 10-6-2020

Encumbrance Clerk Agenda #1 – September 30, 2020

10:00 am Getting Started – OISBF Host

- Intro – Know Board Policy

10:05 – 11:05 Duties (1 point)

11:10 to 12:10 Setting up Your Calendar (1 point)

Encumbrance Clerk Agenda #2 – October 14, 2020

~~10:00~~ 4:00 Getting Started – OISBF Host

- Intro – Tips and Tricks

~~10:05~~ 4:05 – ~~11:05~~ 2:05 – OCAS Deep Dive (1 point)

Questions & Answers

~~11:10~~ 2:40 – ~~12:10~~ 3:40 – Maintaining good records – Practices and Procedures (1 point)

Encumbrance Clerk Agenda #3 – November 17, 2020

11:00 am Getting Started – OISBF Host

- Intro – Tips and Tricks

11:05 to 12:05 Mid-Year Edit Checks (1 point)

- Questions & Answers

Encumbrance Clerk Agenda #4 – December 10, 2020

11:00 am Getting Started – OISBF Host

- Intro – Tips and Tricks

11:05 to 12:05 – 1099's (1 point)

- Questions & Answers

Encumbrance Clerk Agenda #5 – January 14, 2021

11:00 am Getting Started – OISBF Host

- Intro – Tips and Tricks

11:05 – 12:05 – Buying and Paying Invoices (1 point)

- Approval “Okay to Pay” Procedures
- Questions & Answers

Encumbrance Clerk Agenda #6 – February 11, 2021

11:00 am Getting Started – OISBF Host

- Intro – Tips and Tricks

11:05 – 12:05 – Funds (1 point)

- Questions & Answers

Encumbrance Clerk Agenda #7 – March 11, 2021

11:00 am Getting Started – OISBF Host

- Intro – Tips and Tricks

11:05 – 12:05 – Challenges (1 point)

Encumbrance Clerk Agenda #8 – April 8, 2021

11:00 – 11:05 Getting Started – Intro

11:05 – 12:05 End of the Year Tasks (1 point)

Encumbrance Clerk Agenda #9 – May 13, 2021

11:00 – 11:05 Getting Started – Intro

11:05 – 12:05 Looking Forward (1 point)

- Questions & Answers

****DATES AND TIMES SUBJECT TO CHANGE****