

2009 TRAINING SCHEDULE*

- Sessions to be held in Loci offices – minimum- 4 attendees and max- 6 attendees.
- \$200 per person, per session- total \$400 per day.
- If minimum of 4 attendees is not reached for classroom, then webex session can be run in place.

Day 1- CM

CM - New Building, Suite and Lease Setup

CM - Lease Administration

Day 2- CM and AP

CM - Monthly Tasks

CM - Batch Entry Processing

AP – The Basics

Day 3- AP and GL

AP – Advanced

GL – The Basics

GL – Fiscal Year End Close

March (Sydney)

(17, 18, 19)

April (Melbourne)

(21, 22, 23)

May (Sydney)

(19, 20, 21)

June (Melbourne)

(16, 17, 18)

July (Sydney)

(14, 15, 16)

August (Melbourne)

(18, 19, 20)

September (Sydney)

(15, 16, 17)

October (Melbourne)

(13, 14, 15)

November (Sydney)

(16, 17, 18)

December (Melbourne)

(7, 8, 9)

*Schedule subject to change