

PM&A Public Courses

January to June 2019

| Course | Dates | | | | | | | |
|---|--------|----|--------|----|--------|----|--------|----|
| | | | | | | | | |
| Accounts receivable & bank reconciliation | 04 Feb | FD | 25 Mar | FD | 13 May | FD | | |
| Accounts setup | 14 Jan | AM | 25 Feb | PM | 08 Apr | AM | 20 May | AM |
| Design, format and schedule your reports | 11 Feb | AM | 29 Apr | PM | | | | |
| Designing workspaces and creating consoles | 25 Feb | AM | 20 May | PM | | | | |
| Managing your credit control procedures | 21 Jan | PM | 29 Apr | AM | | | | |
| Managing your leases | 07 Jan | PM | 01 Apr | AM | 17 Jun | PM | | |
| Managing your property portfolio | 07 Jan | AM | 01 Apr | PM | 24 Jun | PM | | |
| Preparing your data for service charge | 14 Jan | PM | 04 Mar | AM | 08 Apr | PM | 28 May | AM |
| Processing expenditure & payments | 18 Feb | FD | 15 Apr | FD | 03 Jun | FD | | |
| Reconciling your service charges | 21 Jan | AM | 04 Mar | PM | 23 Apr | PM | 10 Jun | AM |
| Setting up your core portfolio data | 28 Jan | AM | 11 Mar | PM | 23 Apr | AM | 10 Jun | PM |
| Basic General Ledger Reporting | 18 Mar | PM | 17 Jun | AM | | | | |
| Financial Postings | 11 Feb | PM | 07 May | AM | | | | |
| Financial Accounting & Reports | 11 Mar | AM | 28 May | PM | | | | |
| Mojo Online Forms and Form Editor | 28 Jan | PM | 18 Mar | AM | 07 May | PM | 24 Jun | AM |

We are also offering these public courses on a one-off basis, giving you the flexibility to pay for a course as and when you need it. Prices for one-off bookings are £200.00 per person for a half day course, or £300.00 for a full day.

AM = half day course 9.30am - 12.30pm

PM = half day course 2.00pm - 5.00pm

FD = full day course 9.30am - 4.30pm