

PM&A Public Courses

July to December 2018

| Course | Dates | | | | | | | |
|---|--------|----|--------|----|--------|----|--------|----|
| | | | | | | | | |
| Accounts receivable & bank reconciliation | 23 Jul | FD | 24 Sep | FD | 26 Nov | FD | | |
| Accounts setup | 16 Jul | AM | 20 Aug | AM | 17 Sep | AM | 12 Nov | AM |
| Design, format and schedule your reports | 10 Sep | PM | 29 Oct | PM | | | | |
| Designing workspaces and creating consoles | 06 Aug | PM | 19 Nov | PM | | | | |
| Managing your credit control procedures | 02 Jul | AM | 01 Oct | AM | | | | |
| Managing your leases | 30 Jul | PM | 03 Sep | PM | 05 Nov | AM | | |
| Managing your property portfolio | 09 Jul | PM | 03 Sep | AM | 05 Nov | PM | | |
| Preparing your data for service charge | 16 Jul | PM | 20 Aug | PM | 17 Sep | PM | 12 Nov | PM |
| Processing expenditure & payments | 13 Aug | FD | 08 Oct | FD | 03 Dec | FD | | |
| Reconciling your service charges | 30 Jul | AM | 28 Aug | AM | 15 Oct | PM | 10 Dec | AM |
| Setting up your core portfolio data | 09 Jul | AM | 10 Sep | AM | 15 Oct | AM | 17 Dec | AM |
| Basic General Ledger Reporting | 22 Oct | PM | 17 Dec | PM | | | | |
| Financial Postings | 06 Aug | AM | 19 Nov | AM | | | | |
| Financial Accounting & Reports | 02 Jul | PM | 29 Oct | AM | | | | |
| Mojo Online Forms and Form Editor | 28 Aug | PM | 01 Oct | PM | 22 Oct | AM | 10 Dec | PM |

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