

Omega University® Training Schedule

June 2012

Monday	Tuesday	Wednesday	Thursday	Friday
				1 Inline Expense (A) - 09:00 - 10:30
4 Menu Designer/User Profiles (6) - 09:00 - 11:00	5 Statistical Reporting (4) - 09:00 - 11:00	6 Contacts and Relationships (6) - 09:00 - 11:00	7 Report Designer (*) - 09:00 - 11:00 Special Billing Processing (4) - 09:00 - 10:30	8 Enter Edit Matters (6) - 09:00 - 12:00
11 Cash Receipts/AR Write-Offs (5) - 09:00 - 10:30 Special Billing Setup (6) - 09:00 - 10:30 EBill Format Editor (*) - 12:30 - 02:00 Corrections (5) - 11:00 - 12:00	12 Conflict Search (6) - 09:00 - 11:00	13 Matter Intake (A) - 09:00 - 10:30	14 Ad Hoc Report Writer and Report Editor (*) - 09:00 - 10:30 Event/Report Scheduler (A) - 09:00 - 11:00 File Management (A) - 12:30 - 02:00	15
18 Back Office Administration (6) - 09:00 - 11:00	19 Visual XPress Overview (*) - 09:00 - 11:00	20 Billing Cycle (5) - 09:00 - 12:00	21 Work in Process Edits (5) - 09:00 - 12:00	22 Other Billing Functions (5) - 09:00 - 11:00
25 Bill Format Editor (*) - 09:00 - 10:00 eCop Implementation (A) - 09:00 - 10:30 Using eCop (A) - 12:00 - 01:00	26 AP Invoice Entry (6) - 09:00 - 11:00	27 Cash Disbursements (6) - 09:00 - 11:00	28 Imaging (A) - 09:00 - 10:30 Collections (*) - 12:00 - 02:00	29 Inline Expense (A) - 09:00 - 10:30

All class times are Arizona Time. The Basic Training Track start month is noted in parenthesis (.). Classes listed with an asterick (*) are also included in the Basic Training Track and may be taken as needed. (A) = Requires the purchase of the Ancillary module prior to attending the class.

Omega University® Training Schedule

July 2012

Monday	Tuesday	Wednesday	Thursday	Friday
2 Menu Designer/User Profiles (7) - 09:00 - 11:00	3 Statistical Reporting (5) - 09:00 - 11:00	4 Holiday (HOL) - 08:00 - 05:00	5 Contacts and Relationships (7) - 09:00 - 11:00	6 Cash Receipts/AR Write-Offs (6) - 09:00 - 10:30 Corrections (6) - 11:00 - 12:00
9 Enter Edit Matters (7) - 09:00 - 12:00	10 Special Billing Setup (7) - 09:00 - 10:30 Special Billing Processing (5) - 11:30 - 01:00	11 Conflict Search (7) - 09:00 - 11:00	12 Back Office Administration (7) - 09:00 - 11:00	13
16 Report Designer (*) - 09:00 - 11:00	17 Ad Hoc Report Writer and Report Editor (*) - 09:00 - 10:30 Matter Intake (A) - 09:00 - 10:30	18 Bill Format Editor (*) - 09:00 - 10:00 File Management (A) - 09:00 - 10:30	19 Billing Cycle (6) - 09:00 - 12:00 Event/Report Scheduler (A) - 09:00 - 11:00	20 Work in Process Edits (6) - 09:00 - 12:00
23 Other Billing Functions (6) - 09:00 - 11:00	24 AP Invoice Entry (7) - 09:00 - 11:00 eCop Implementation (A) - 09:00 - 10:30 Using eCop (A) - 11:30 - 12:30	25 Cash Disbursements (7) - 09:00 - 11:00	26 Imaging (A) - 09:00 - 10:30	27
30 Collections (*) - 09:00 - 11:00 EBill Format Editor (*) - 11:30 - 01:00	31 Visual XPress Overview (*) - 09:00 - 11:00 Inline Expense (A) - 09:00 - 10:30			

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Omega University® Training Schedule

August 2012

Monday	Tuesday	Wednesday	Thursday	Friday
		1 Menu Designer/User Profiles (8) - 09:00 - 11:00	2 Statistical Reporting (6) - 09:00 - 11:00	3 Contacts and Relationships (8) - 09:00 - 11:00
6 Cash Receipts/AR Write-Offs (7) - 09:00 - 10:30 Corrections (7) - 11:00 - 12:00	7 Enter Edit Matters (8) - 09:00 - 12:00	8 Special Billing Setup (8) - 09:00 - 10:30 Special Billing Processing (6) - 11:30 - 01:00	9 Conflict Search (8) - 09:00 - 11:00	10
13 Back Office Administration (8) - 09:00 - 11:00	14 Report Designer (*) - 09:00 - 11:00 File Management (A) - 09:00 - 10:30	15 Ad Hoc Report Writer and Report Editor (*) - 09:00 - 10:30 Matter Intake (A) - 09:00 - 10:30	16	17 Bill Format Editor (*) - 09:00 - 10:00
20 Billing Cycle (7) - 09:00 - 12:00	21 Work in Process Edits (7) - 09:00 - 12:00 Event/Report Scheduler (A) - 09:00 - 11:00	22 Other Billing Functions (7) - 09:00 - 11:00	23 EBill Format Editor (*) - 11:30 - 01:00	24
27 AP Invoice Entry (8) - 09:00 - 11:00	28 Cash Disbursements (8) - 09:00 - 11:00 eCop Implementation (A) - 09:00 - 10:30 Using eCop (A) - 11:30 - 12:30	29 Visual XPress Overview (*) - 09:00 - 11:00 Imaging (A) - 09:00 - 10:30	30 Collections (*) - 09:00 - 11:00 Inline Expense (A) - 09:00 - 10:30	31

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Omega University® Training Schedule

September 2012

Monday	Tuesday	Wednesday	Thursday	Friday
3 Holiday (HOL) - 08:00 - 05:00	4 Menu Designer/User Profiles (9) - 09:00 - 11:00	5 Statistical Reporting (7) - 09:00 - 11:00	6 Contacts and Relationships (9) - 09:00 - 11:00	7
10 Cash Receipts/AR Write-Offs (8) - 09:00 - 10:30 Corrections (8) - 11:00 - 12:00	11 Enter Edit Matters (9) - 09:00 - 12:00	12 Special Billing Setup (9) - 09:00 - 10:30 Special Billing Processing (7) - 11:30 - 01:00	13 Conflict Search (9) - 09:00 - 11:00	14 Back Office Administration (9) - 09:00 - 11:00 EBill Format Editor (*) - 11:30 - 01:00
17 Billing Cycle (8) - 09:00 - 12:00	18 Work in Process Edits (8) - 09:00 - 12:00 Matter Intake (A) - 09:00 - 10:30	19 Other Billing Functions (8) - 09:00 - 11:00 File Management (A) - 09:00 - 10:30	20 Report Designer (*) - 09:00 - 11:00 Event/Report Scheduler (A) - 09:00 - 11:00	21
24 Ad Hoc Report Writer and Report Editor (*) - 09:00 - 10:30	25 AP Invoice Entry (9) - 09:00 - 11:00 Imaging (A) - 11:30 - 01:00	26 Cash Disbursements (9) - 09:00 - 11:00 eCop Implementation (A) - 09:00 - 10:30 Using eCop (A) - 11:30 - 12:30	27 Bill Format Editor (*) - 09:00 - 10:00 Inline Expense (A) - 11:30 - 01:30	28 Visual XPress Overview (*) - 09:00 - 11:00

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Omega University® Training Schedule

October 2012

Monday	Tuesday	Wednesday	Thursday	Friday
1 Collections (*) - 09:00 - 11:00	2 Menu Designer/User Profiles (10) - 09:00 - 11:00	3 Statistical Reporting (8) - 09:00 - 11:00	4 Contacts and Relationships (10) - 09:00 - 11:00	5
8 Enter Edit Matters (10) - 09:00 - 12:00	9 Special Billing Setup (10) - 09:00 - 10:30 Special Billing Processing (8) - 11:30 - 01:00	10 Cash Receipts/AR Write-Offs (9) - 09:00 - 10:30 File Management (A) - 09:00 - 10:30 Corrections (9) - 11:00 - 12:00	11 Conflict Search (10) - 09:00 - 11:00	12 EBill Format Editor (*) - 11:30 - 01:00 Report Designer (*) - 09:00 - 11:00
15 Back Office Administration (10) - 09:00 - 11:00	16 Matter Intake (A) - 09:00 - 10:30 Ad Hoc Report Writer and Report Editor (*) - 09:00 - 10:30	17 Event/Report Scheduler (A) - 09:00 - 11:00	18 Bill Format Editor (*) - 09:00 - 10:00	19
22 Billing Cycle (9) - 09:00 - 12:00	23 Work in Process Edits (9) - 09:00 - 12:00	24 Other Billing Functions (9) - 09:00 - 11:00	25 AP Invoice Entry (10) - 09:00 - 11:00 eCop Implementation (A) - 09:00 - 10:30 Using eCop (A) - 11:30 - 12:30	26 Cash Disbursements (10) - 09:00 - 11:00
29	30 Visual XPress Overview (*) - 09:00 - 11:00 Imaging (A) - 09:00 - 10:30	31 Collections (*) - 09:00 - 11:00 Inline Expense (A) - 09:00 - 10:30		

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Omega University® Training Schedule

November 2012

Monday	Tuesday	Wednesday	Thursday	Friday
			1 Menu Designer/User Profiles (11) - 09:00 - 11:00	2
5 Contacts and Relationships (11) - 10:00 - 12:00	6 Statistical Reporting (9) - 10:00 - 12:00	7 Enter Edit Matters (11) - 10:00 - 01:00	8 Special Billing Setup (11) - 10:00 - 11:30 Special Billing Processing (9) - 12:30 - 02:00	9 Conflict Search (11) - 10:00 - 12:00
12 Cash Receipts/AR Write-Offs (10) - 10:00 - 11:30 Corrections (10) - 12:00 - 01:00	13 Back Office Administration (11) - 10:00 - 12:00	14 Report Designer (*) - 10:00 - 12:00 File Management (A) - 10:00 - 11:30	15 Ad Hoc Report Writer and Report Editor (*) - 10:00 - 11:30 Matter Intake (A) - 10:00 - 11:30	16 Bill Format Editor (*) - 10:00 - 11:00
19 Billing Cycle (10) - 10:00 - 01:00	20 Work in Process Edits (10) - 10:00 - 01:00 Event/Report Scheduler (A) - 10:00 - 12:00	21 Other Billing Functions (10) - 10:00 - 12:00	22 Holiday (HOL) - 08:00 - 05:00	23 Holiday (HOL) - 08:00 - 05:00
26 EBill Format Editor (*) - 01:00 - 02:30 AP Invoice Entry (11) - 10:00 - 12:00	27 Cash Disbursements (11) - 10:00 - 12:00 Imaging (A) - 01:00 - 02:30	28 Visual XPress Overview (*) - 10:00 - 12:00 eCop Implementation (A) - 10:00 - 11:30 Using eCop (A) - 01:00 - 02:00	29 Collections (*) - 10:00 - 12:00 Inline Expense (A) - 10:00 - 11:30	30

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Omega University® Training Schedule

December 2012

Monday	Tuesday	Wednesday	Thursday	Friday
3 Menu Designer/User Profiles (12) - 10:00 - 12:00	4 Statistical Reporting (10) - 10:00 - 12:00	5 Contacts and Relationships (12) - 10:00 - 12:00	6 Cash Receipts/AR Write-Offs (11) - 10:00 - 11:30 Corrections (11) - 12:00 - 01:00	7 Enter Edit Matters (12) - 10:00 - 01:00
10 Special Billing Setup (12) - 10:00 - 11:30 Special Billing Processing (10) - 12:30 - 02:00	11 Conflict Search (12) - 10:00 - 12:00	12 Back Office Administration (12) - 10:00 - 12:00 EBill Format Editor (*) - 12:30 - 02:00	13 Report Designer (*) - 10:00 - 12:00 Matter Intake (A) - 10:00 - 11:30	14 Ad Hoc Report Writer and Report Editor (*) - 10:00 - 11:30
17 Billing Cycle (11) - 10:00 - 01:00	18 Work in Process Edits (11) - 10:00 - 01:00 File Management (A) - 10:00 - 11:30	19 Other Billing Functions (11) - 10:00 - 12:00 Event/Report Scheduler (A) - 10:00 - 12:00	20 Bill Format Editor (*) - 10:00 - 11:00	21
24	25 Holiday (HOL) - 08:00 - 05:00	26 AP Invoice Entry (12) - 10:00 - 12:00 Imaging (A) - 12:30 - 02:00	27 Cash Disbursements (12) - 10:00 - 12:00 Inline Expense (A) - 12:30 - 02:00 eCop Implementation (A) - 10:00 - 11:30 Using eCop (A) - 01:00 - 02:00	28 Visual XPress Overview (*) - 10:00 - 12:00
31 Collections (*) - 10:00 - 12:00				

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