

VML/VACo Finance Presents  
**BAI (“Bright”) Municipal Software Training**

June 15-18, 2010



As we've worked with local government finance officials across the state, we've frequently heard the same thing: *"I have BAI's financial system, but I never received training on how to use it."*

Here's the opportunity to receive the same training BAI (a.k.a. "Bright", "AS400") provides on-site in Tennessee at less than 1/3 of the regular cost and minimal travel expense. Angela Webb, BAI's VP for Training, has agreed to come to Virginia to provide training for VML/VACo Finance, and we are splitting the cost with you.

We know training budgets are tight or non-existent this year, but this is the best opportunity to get a refresher of your on-the-job experience, or learn some new tricks that you never knew existed. Training can increase your productivity (with less cost) during these difficult times.

Participants may come for one day or multiple days. Sessions begin each day at 9:00 a.m. and are expected to end around 4:00 p.m. The topics to be presented are:

**Tuesday, June 15**

**General Ledger**

(chart of accounts, budget, journal entries, financial reporting)

**Wednesday, June 16**

**Payroll**

**Thursday, June 17**

**Accounts Payable**

(requisitions, purchase orders, invoice entry, maintenance, inventory)

**Friday, June 18**

**Utilities Billing**

Cost: \$75/ day – a savings of 2/3 off the regular cost  
Lunch is on your own and a bag lunch is encouraged

Location: Board of Supervisors Meeting Room  
Goochland County Government Complex  
1800 Sandy Hook Road  
Goochland, VA

*VML/VACo Finance provides Financial Services to local governments statewide. Our services have recently expanded to include not only our Accounting Services, but also Financial Check-Ups, Debt Structuring and Procurement Services. For more information about this training or any of our services to local governments, please contact Sheila Minor at (804) 648-0635.*

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To register, complete the information below for each participant and mail with your check to VML/VACo Finance, 1108 E. Main St., Suite 801, Richmond, VA 23219

Registration

Name \_\_\_\_\_

Title \_\_\_\_\_

Locality \_\_\_\_\_

Dates attending:

- |   |                   |      |
|---|-------------------|------|
| <input type="checkbox"/> Tuesday, June 15   | General Ledger    | \$75 |
| <input type="checkbox"/> Wednesday, June 16 | Payroll           | \$75 |
| <input type="checkbox"/> Thursday, June 17  | Accounts Payable  | \$75 |
| <input type="checkbox"/> Friday, June 18    | Utilities Billing | \$75 |

Total enclosed: \$ \_\_\_\_\_

(Current **VML/VACo Accounting Services** clients receive a \$10/day discount.)

Like BAI's in-house training, this will not be a hands-on activity.  
No equipment is necessary.

Please make checks payable to VML/VACo Finance.

**Registration deadline is Friday, June 4.**