



# October 2009

Monday	Tuesday	Wednesday	Thursday	Friday
			<b>1</b> <b>PO Manager</b> <b>(4 of 5)</b> 9:00 – 12:30	<b>2</b> <b>PO Manager</b> <b>(5 of 5)</b> 9:00 - 1:00
<b>5</b> <b>Payroll/Personnel</b> <b>(1 of 5)</b> 9:00 – 1:00	<b>6</b> <b>Payroll/Personnel</b> <b>(2 of 5)</b> 9:00 – 1:00	<b>7</b> <b>Payroll/Personnel</b> <b>(3 of 5)</b> 9:00 – 1:00	<b>8</b> <b>Payroll/Personnel</b> <b>(4 of 5)</b> 9:00 – 1:00  <b>Payroll/Personnel</b> <b>CPUP Only</b> 2:00 – 3:00	<b>9</b> <b>Payroll/Personnel</b> <b>(5 of 5)</b> 9:00 – 1:00
<b>12</b> <b>Chart of Accounts</b> 9:30 – 12:30	<b>13</b> <b>GL Inquiry/ Reporting (1 of 2)</b> 9:00 – 1:00  <b>Space@Penn</b> 2:00 – 4:30	<b>14</b> <b>GL Inquiry/ Reporting (2 of 2)</b> 9:00 – 1:00	<b>15</b> <b>GL Manual Journal Entry</b> 9:00-12:30  <b>Req Only</b> 1:00 – 5:00  <b>Gifts &amp; Endowments</b> 10:00 – 12:00	<b>16</b> <b>GL Budget Journal Entry</b> 9:00-12:00  <b>GL Freeze Grant</b> 12:00 – 1:00
<b>19</b> <b>PO Manager</b> <b>(1 of 5)</b> 9:00 - 1:00  <b>BEN Assets</b> 1:30 – 5:00	<b>20</b> <b>PO Manager</b> <b>(2 of 5)</b> 9:00 – 12:30  <b>Req Only</b> 1:00 – 5:00	<b>21</b> <b>PO Manager</b> <b>(3 of 5)</b> 9:00 - 1:00  <b>Invoice Inquiry</b> 2:00 – 3:30	<b>22</b> <b>PO Manager</b> <b>(4 of 5)</b> 9:00 – 1:00	<b>23</b> <b>PO Manager</b> <b>(5 of 5)</b> 9:00 - 1:00
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>

For more information, please see the Financial Training Department's webpage  
[www.finance.upenn.edu/ftd](http://www.finance.upenn.edu/ftd)  
 or e-mail FTD at [training@pobox.upenn.edu](mailto:training@pobox.upenn.edu)



## November 2009

Monday	Tuesday	Wednesday	Thursday	Friday
<b>2</b> <b>Chart of Accounts</b> 9:30 – 12:30	<b>3</b> <b>GL Inquiry/ Reporting (1 of 2)</b> 9:00 – 1:00	<b>4</b> <b>GL Inquiry/ Reporting (2 of 2)</b> 9:00 – 12:30	<b>5</b> <b>GL Manual Journal Entry</b> 9:00-1:00  <b>BEN Assets</b> 1:30 – 5:00	<b>6</b> <b>GL Budget Journal Entry</b> 9:00-12:00  <b>GL Freeze Grant</b> 12:00 – 1:00
<b>9</b> <b>PO Manager (1 of 5)</b> 9:00 - 1:00	<b>10</b> <b>PO Manager (2 of 5)</b> 9:00 – 1:00  <b>Invoice Inquiry</b> 2:00 – 3:30	<b>11</b> <b>PO Manager (3 of 5)</b> 9:00 – 12:30  <b>Req Only</b> 1:00 – 5:00  <b>Gifts &amp; Endowments</b> 2:00 – 4:00	<b>12</b> <b>PO Manager (4 of 5)</b> 9:00 - 1:00	<b>13</b> <b>PO Manager (5 of 5)</b> 9:00 - 1:00
<b>16</b> <b>HR/Payroll Training for New Users will resume in January, 2010</b>	<b>17</b>	<b>18</b>	<b>19</b> <b>Space@Penn</b> 2:00 – 4:30	<b>20</b>
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b> <b>Thanksgiving</b>	<b>27</b>
<b>30</b> <b>Chart of Accounts</b> 9:30 – 12:30				

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## December 2009

Monday	Tuesday	Wednesday	Thursday	Friday
	<b>1</b> <b>GL Inquiry/ Reporting (1 of 2)</b> 9:00 – 12:30  <b>Req Only</b> 1:00 – 5:00	<b>2</b> <b>GL Inquiry/ Reporting (2 of 2)</b> 9:00 – 1:00	<b>3</b> <b>GL Manual Journal Entry</b> 9:00-1:00	<b>4</b> <b>GL Budget Journal Entry</b> 9:00-12:00  <b>GL Freeze Grant</b> 12:00 – 1:00
<b>7</b> <b>PO Manager (1 of 5)</b> 9:00 - 1:00	<b>8</b> <b>PO Manager (2 of 5)</b> 9:00 – 1:00	<b>9</b> <b>PO Manager (3 of 5)</b> 9:00 - 1:00  <b>BEN Assets</b> 1:30 – 5:00	<b>10</b> <b>PO Manager (4 of 5)</b> 9:00 – 12:30  <b>Req Only</b> 1:00 – 5:00	<b>11</b> <b>PO Manager (5 of 5)</b> 9:00 - 1:00  <b>Invoice Inquiry</b> 2:00 – 3:30
<b>14</b> <b>HR/Payroll Training for New Users will resume in January, 2010</b>	<b>15</b>	<b>16</b> <b>Space@Penn</b> 2:00 – 4:30	<b>17</b> <b>Gifts &amp; Endowments</b> 10:00 – 12:00	<b>18</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
<b>28</b>	<b>29</b>	<b>30</b> <b>Happy Holidays!</b>	<b>31</b>	

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