



**SUNGARD**

iWorks Investments

Investment  
Accounting  
and Reporting

# SunGard iWorks Investment Products 2009 Education Catalog

## Critical Training for Your Success!

**Are your investment business reporting needs changing?**

**Have you been asked to achieve more with your SunGard systems?**

**Do you want to upgrade to the newest release and take advantage of significant functional enhancements?**

**Are you in need of Custom Reports Training?**

**Do you have new staff needing basic investment system training?**

**Do you need training options on industry hot topics and regulatory updates, as well as strategies for implementing the new guidance?**

**For Training Inquiries Call:  
Your National Account Manager  
(303) 689-1705  
(303) 689-1750/fax**

**SunGard iWorks  
5619 DTC Parkway, Suite 600  
Greenwood Village, CO 80111**

SunGard iWorks is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Suite 700, Nashville, TN 37219-2417. Web site: [www.nasba.org](http://www.nasba.org).



**Table of Contents**

Group/Private EPS/SDR To iWorks Investments Upgrade Training Programs..... 3

Private Regulatory Update & Investment Trends ..... 4

Private Basic Custom Reports Module (CRM) Training..... 5

Private Intermediate Custom Reports Module (CRM) Training ..... 6

Private UAT Module Training (Optional Module)..... 7

Private Enterprise Reconciliation Manager (ERM) Training (Optional Module) ..... 8

Private Mortgage Backed Securities (MBS), Collateralized Mortgage Obligations (CMO), and  
Asset Backed Securities (ABS) ..... 9

Private Treasury Inflation Protected Securities ..... 10

Private Money Market Fund Securities ..... 11

Private Schedule BA Securities ..... 12

Private General Ledger Implementation Training ..... 13

Private Basic System & Custom Reports Training..... 14

Private Intermediate System & Custom Reports Training ..... 14

Group EPS/SDR To iWorks Investments Upgrade Training Registration Form ..... 15

Private Training Interest Form..... 16

**Administrative Notes:**

**For Training Cancellation or Complaints Call:**

**Training Development  
(303) 689-1618  
(303) 689-1750/fax**

**SunGard iWorks  
5619 DTC Parkway, Suite 600  
Greenwood Village, CO 80111**

**For more information regarding administrative policies such as complaint, refund and cancellation or if you need assistance with CPE certificates, please contact our offices at (303) 689-1618.**

**SUNGARD****iWorks Investments**Investment  
Accounting  
and Reporting

## **Group/Private EPS/SDR To iWorks Investments Upgrade Training Programs**

### ***Course Content:***

SunGard iWorks enhanced investment products are part of our continuing effort to provide the most effective tools for our clients. Learn about how to prepare for and complete your upgrade. These two-day programs will provide you with the understanding you need regarding the functionality differences in the iWorks Investment product to efficiently upgrade and complete your product reconciliations. Programs are taught presentation style or in a hands-on format.

### ***Learning Objectives:***

- Utilize and understand the implications of transactional and out-of-order processing features
- Describe and utilize system workflow differences throughout the application
- Perform data corrections using enhanced editing capabilities
- Explain the difference between As-Of-As-Is and As-Of-As-Was Reporting and Inquire
- Create Custom Inquire and Custom Inquire Grid Reports
- Enter a new Convertible Security into the system using new workflows
- Enter a new Derivative Covered Call or update existing holdings to link to covered securities in the system using new workflows (Optional Module)
- Create and utilize an Open Future Period (Optional Module)
- Complete database pre-conversion preparation steps
- Complete the system conversion from EPS/SDR to iWorks Investment Accounting/Regulatory
- Identify common reconciliation differences between pre- and post-upgrade regulatory reports
- Identify and implement post-upgrade Custom Report modifications required for existing reports
- Implement Best Practices post system conversion

Because of the significant functionality, enhancements and workflow changes, and in order to ensure that we have adequate resources available to support all clients during the transition to the enhanced product, SunGard iWorks will be limiting the number of clients who can upgrade in any given month. Consequently, your upgrade will need to be scheduled with your National Account Manager at (303) 689-1705.

### **Regional EPS/SDR to iWorks Investments Upgrade Training Dates:**

Aug 20-21, 2009 – Denver, CO  
Sept 17-18, 2009 – Orlando, FL  
Oct 22-23, 2009 – Chicago, IL

Aug 24-25, 2009 – Washington, DC  
Sept 21-22, 2009 – Kansas City, MO  
Nov 16-17, 2009 – Denver, CO

### **Private EPS/SDR to iWorks Investments Upgrade Training Dates:**

Private EPS/SDR to iWorks Investment Upgrade Training programs are also available. Program can be extended to cover additional topics. Training can be held either at your office or in the Denver SunGard office.

<b>Level of Difficulty:</b>	Intermediate
<b>CPE Credits:</b>	14 CPE Credits
<b>Prerequisites:</b>	EPS/SDR Basic System Training or equivalent experience
<b>Advanced Prep:</b>	None
<b>Delivery Method:</b>	Group-Live - Presentational with training guide and client-directed discussion
<b>Applicable Products:</b>	EPS to Investment Accounting or SDR to Investment Regulatory Upgrades
<b>Who Should Attend:</b>	EPS/SDR clients who are ready to upgrade to the iWorks Investments platform and need to understand system enhancements and functionality differences.



## ***Private Regulatory Update & Investment Trends***

### ***Course Content:***

#### ***Day One***

The first day will cover the updated NAIC reporting requirements for 2009. An emphasis will be placed on the changes that have been made for the 2009 reporting year and the effects they will have on your insurance company's reporting requirements. 2009 will see some significant changes, not only to the reporting of investments, but also to the role of the SVO in providing classifications, ratings and pricing for securities. Changes made, as well as proposed future changes, will be covered. Clarification on OTTI impairment and the securities valuation office role in pricing your portfolio will be a few of the many topics covered.

#### ***Day Two***

The focus will be on investment trends within the Insurance Industry. What securities insurance companies are purchasing and how to account for these types of securities will be discussed. An emphasis will be placed on Schedule BA assets, MBS, CMO, TIPS, Money Market Funds and other short term instruments. The proper accounting treatment and classification of these types of securities has become more and more complicated, so the discussion will aim to clear any misconceptions and confusion. Discussion will focus on the clarification of Hybrid securities. The placement of these securities on the annual statement and the workflow needed to account for these types of securities will be covered. An in depth look at the SunGard system coupled with this discussion should provide a framework for handling these and other hard to account for securities within the system.

### ***Learning Objectives:***

- Explain statutory filing requirements, Schedule D, DA, E, and BA and 2009 regulatory changes
- Implement required system changes to properly implement the 2009 regulatory changes
- Review key fields affecting security classification and presentation of data on your regulatory reports
- Explain and implement required system fields for Statutory Fair Value Accounting and FAS 157-159
- Explain and implement OTTI, FSP FAS 115-1 and FAS 124-1 requirements
- Enter a variety of securities into your investment for proper reporting and classification
- Properly setup Hybrid securities for reporting and classification

<b>Level of Difficulty:</b>	Basic
<b>CPE Credits:</b>	14 CPE Credits
<b>Prerequisites:</b>	None
<b>Advanced Prep:</b>	None
<b>Delivery Method:</b>	Group-Live - Presentational with training guide and client-directed discussion
<b>Applicable Products:</b>	EPS, SDR, Investment Management, Investment Accounting, or Investment Regulatory
<b>Who Should Attend:</b>	Investment application clients who already have an understanding of system capabilities, but need a basic understanding of investments, accounting and regulatory requirements



## ***Private Basic Custom Reports Module (CRM) Training***

### ***Course Content:***

This one-day course is designed to teach basic report writing capabilities of the Custom Reports Module. Designed as a hands-on course utilizing either your live data or a test environment, you will be able to directly apply what you learn in this course to creating custom reports for your reporting needs. The focus is on understanding “how to” basic custom report design skills, including placing data fields on your reports, sorting, grouping data and basic summary functions. You will learn to create and format basic custom reports, as well as the CRM Default Fields list.

### ***Learning Objectives:***

- Explain and utilize the CRM Field Listing
- Create basic CRM Reports in your SunGard system
- Insert groups on your reports
- Create sorting rules to control the presentation of data within your groups
- Complete basic formatting on your reports

**Level of Difficulty:** Basic

**CPE Credits:** 7 CPE Credits

**Prerequisites:** None

**Advanced Prep:** None

**Delivery Method:** Group-Live - Hands-on training with training guide and client-directed discussion

**Applicable Products:** EPS, Investment Management, Investment Accounting, or BPO

**Who Should Attend:** Investment application clients who are new to report writing and need detailed training on how to write reports, grouping and sorting, and formatting.



**SUNGARD**

iWorks Investments

Investment  
Accounting  
and Reporting

## ***Private Intermediate Custom Reports Module (CRM) Training***

### ***Course Content:***

This two-day course is designed to display the report writing capabilities and more advanced features of the Custom Reports Module. Discussion will include a strategy for building more complex reports, including design concepts, giving you the capability to be more creative when implementing new reports.

Designed as a hands-on course utilizing either actual live data or a test environment, you will be able to directly apply what you learn in this course to creating custom reports for your reporting needs. The primary focus is on understanding complex formulas and parameters, running totals, formula group by options, combining security and transaction data on same report and combining data from multiple prior periods on the same report. Session focuses on working with you to develop your specific reports.

### ***Learning Objectives:***

- Explain and utilize the CRM Field Listing
- Create intermediate CRM Reports in your SunGard system
- Insert groups on your reports and create group formulas for more complex grouping requirements
- Create sorting rules to control the presentation of data within your groups
- Complete conditional and more complex formatting on your reports
- Create formulas and parameters
- Create reports that present both Security and Transaction level data on the same report

<b>Level of Difficulty:</b>	Intermediate
<b>CPE Credits:</b>	14 CPE Credits
<b>Prerequisites:</b>	Basic CRM Training
<b>Advanced Prep:</b>	None
<b>Delivery Method:</b>	Group-Live - Hands-on training with training guide and client-directed discussion
<b>Applicable Products:</b>	EPS, Investment Management, Investment Accounting, or BPO
<b>Who Should Attend:</b>	Investment application clients who are comfortable with basic report writing in CRM, but need to focus on intermediate topics and hands-on custom report development.



**SUNGARD**

iWorks Investments

Investment  
Accounting  
and Reporting

## ***Private UAT Module Training (Optional Module)***

### ***Course Content:***

This one-day course allows you to work with your actual data file and learn how information provided from your custodian bank, or other service, is imported into your investment system. The course helps you understand the data import process, system defaults, and customization of your UAT defaults. Discussion includes how to reconcile investment system data and your custodian bank statements. Import format is required to be purchased from SunGard. Each bank format is unique, so if you are implementing multiple formats, then additional formats and training time will be required.

### ***Learning Objectives:***

- Import UAT format into your SunGard system
- Customize UAT mapping fields to meet your specific database requirements
- Import, review and release transactions both into and out of the Pending Queue
- Define criteria for transaction match to system expected records
- Understand key fields that impact expected transaction generation
- Explain manual reconciliation techniques

**Level of Difficulty:** Basic

**CPE Credits:** 7+ CPE Credits

**Prerequisites:** None

**Advanced Prep:** Obtain bank file for testing and sign-off of compatibility to bank format

**Delivery Method:** Group-Live or Group-Internet-Based - Presentational with training guide and client-directed discussion

**Applicable Products:** EPS, Investment Management, or Investment Accounting

**Who Should Attend:** Investment application clients who would like to automate transaction and holding level data posting and updates to their investment system



**SUNGARD**

iWorks Investments

Investment  
Accounting  
and Reporting

## ***Private Enterprise Reconciliation Manager (ERM) Training (Optional Module)***

### ***Course Content:***

This one-day course allows you to automate the reconciliation between third party files and SunGard system data. Most commonly, this would be either custodian bank or money manager holdings or transactions files. The course helps you understand the data match and compare rules, how to identify exceptions, and maintain historical reconciliations for later audit review or reporting. Reconciliation format at the transaction or holding level is required to be purchased from SunGard. Each bank reconciliation is unique, so if you are implementing multiple reconciliations, then additional formats and training time will be required.

### ***Learning Objectives:***

- Import Reconciliation and Transactions formats into your SunGard system
- Customize Match, Compare and Tolerance settings to meet your specific database requirements
- Create a reconciliation for a specific period
- Import SunGard and External data for comparison
- Identify and clear variances
- Make a specific reconciliation historical for later viewing

<b>Level of Difficulty:</b>	Basic
<b>CPE Credits:</b>	7+ CPE Credits
<b>Prerequisites:</b>	None
<b>Advanced Prep:</b>	Obtain bank file for testing and sign-off of compatibility to bank format
<b>Delivery Method:</b>	Group-Live or Group-Internet-Based - Presentational with training guide and client-directed discussion
<b>Applicable Products:</b>	EPS, Investment Management, or Investment Accounting
<b>Who Should Attend:</b>	Investment application clients who would like to automate transaction and holding level data updates to their investment system



## ***Private Mortgage Backed Securities (MBS), Collateralized Mortgage Obligations (CMO), and Asset Backed Securities (ABS)***

### ***Course Content:***

This one-day course focuses on the unique processing requirements for Mortgage Backed Securities, Collateralized Mortgage Obligation and other Asset Backed Securities. By attending this session, you will increase your understanding of the fields required to achieve desirable results in both processing and reporting. Additionally, learn how and why you should update important market information such as the prepayment speeds and cash flows and their impact on amortization and yields. The session will also discuss more complex types of CMOs including IOs, POs, Accrual Bonds, CBOs, and CDOs and their processing requirements. By attending this session, you will increase your understanding of the key fields required to trigger special processes for correctly calculating and reporting on these investments.

### ***Learning Objectives:***

- Identify Mortgage-Backed, Collateralized Mortgage Obligations, and Asset-Backed Securities
- Explain additional data requirements for accurate system calculations
- Enter these securities in your SunGard system and post income and principal accretions or reductions
- Properly classify and report on these investments for regulatory reporting
- Know the key external data fields that require periodic update to assure proper expected record generation and yield and value calculations based upon changes in the market

<b>Level of Difficulty:</b>	Basic
<b>CPE Credits:</b>	7 CPE Credits
<b>Prerequisites:</b>	None
<b>Advanced Prep:</b>	None
<b>Delivery Method:</b>	Group-Live or Group-Internet-Based - Presentational with training guide and client-directed discussion
<b>Applicable Products:</b>	EPS, SDR, Investment Management, Investment Accounting, or Investment Regulatory
<b>Who Should Attend:</b>	Investment application clients who would like more information on proper accounting for MBS, CMO and ABS securities



## ***Private Treasury Inflation Protected Securities***

### ***Course Content:***

This three-hour course is designed to clear up all the misconceptions surrounding Treasury Inflation Protected Securities (TIPS). This course will also cover how to enter these securities and the monthly upkeep required to report these securities correctly on Schedule D reports. Understand the key differences between how your custodian handles these securities versus your investment system and Statutory Reporting. Understand the common pitfalls that can occur when processing these securities and avoid the same problems so many other insurance companies have run into. Don't wait any longer to understand these securities!

### ***Learning Objectives:***

- Identify Treasury Inflation Protected Securities
- Explain additional data requirements for accurate system calculations
- Enter these securities in your SunGard system and post income transactions
- Properly classify and report on these investments for regulatory reporting
- Know the key external data fields that require periodic update to assure proper inflation adjustments, expected record generation and yield and value calculations based upon changes in the market

**Level of Difficulty:** Basic

**CPE Credits:** 3 CPE Credits

**Prerequisites:** None

**Advanced Prep:** None

**Delivery Method:** Group-Internet-Based - Presentational with training guide and client-directed discussion

**Applicable Products:** EPS, SDR, Investment Management, Investment Accounting, or  
Investment Regulatory

**Who Should Attend:** Investment application clients who would like more information on proper accounting for TIP securities



## ***Private Money Market Fund Securities***

### ***Course Content:***

This three-hour course will cover the types of Money Market Fund Securities. We will also discuss how to enter Money Market Fund securities into your system and how deposits, withdrawals and daily rates can be updated for accurate daily balances and accruals. The optional to automate the sweep of existing investment activity into deposit and withdrawals will be demonstrated. We will also cover Schedule D and DA classification requirements. Close account procedures will be addressed.

### ***Learning Objectives:***

- Identify Money Market Fund Securities and how various types are classified on Schedule D reports
- Explain additional data requirements for accurate system calculations
- Enter these securities in your SunGard system and ongoing income, deposit and withdrawal transactions
- Properly classify and report on these investments for regulatory reporting
- Know the key external data fields that require periodic update to assure proper expected record generation and yield and value calculations based upon changes in the market

**Level of Difficulty:** Basic

**CPE Credits:** 3 CPE Credits

**Prerequisites:** None

**Advanced Prep:** None

**Delivery Method:** Group-Internet-Based - Presentational with training guide and client-directed discussion

**Applicable Products:** EPS, SDR, Investment Management, Investment Accounting, or Investment Regulatory

**Who Should Attend:** Investment application clients who would like more information on proper accounting for Money Market Fund securities



## ***Private Schedule BA Securities***

### ***Course Content:***

This three-hour course will cover the types of Schedule BA Securities. We will also discuss how to enter Schedule BA assets into your system for proper presentation and calculations. We will also cover Schedule BA components that are supported by your SunGard system.

### ***Learning Objectives:***

- Identify Schedule BA Securities
- Explain data requirements for accurate system calculations
- Enter these securities in your SunGard system and post transactional activity
- Properly classify and report on these investments for regulatory reporting
- Know the key external data fields that require periodic update to assure proper expected record generation and yield and value calculations based upon changes in the market

<b>Level of Difficulty:</b>	Basic
<b>CPE Credits:</b>	3 CPE Credits
<b>Prerequisites:</b>	None
<b>Advanced Prep:</b>	None
<b>Delivery Method:</b>	Group-Internet-Based - Presentational with training guide and client-directed discussion
<b>Applicable Products:</b>	EPS, SDR, Investment Management, Investment Accounting, or Investment Regulatory
<b>Who Should Attend:</b>	Investment application clients who would like more information for proper accounting for Schedule BA securities



**SUNGARD**

iWorks Investments

Investment  
Accounting  
and Reporting

## ***Private General Ledger Implementation Training***

### ***Course Content:***

This course allows you to build your General Ledger Chart of Accounts and to gain a basic understanding of G/L output data from your SunGard system. Automating the General Ledger can provide timesavings during monthly processing.

### ***Learning Objectives:***

- Explain the Account List functions
- Review existing chart of accounts and identify required criteria to create G/L definitions
- Build criteria, account setups and join conditions
- Define system level fields that control G/L output options
- Create G/L reports and understand reporting options
- Understand how to test a newly setup G/L

**Level of Difficulty:** Basic

**CPE Credits:** 7+ CPE Credits

**Prerequisites:** None

**Advanced Prep:** None

**Delivery Method:** Group-Live or Group-Internet-Based - Presentational with training guide and client-directed discussion

**Applicable Products:** EPS, SDR, Investment Management, Investment Accounting, or Investment Regulatory

**Who Should Attend:** Investment application clients who would like to automate the General Ledger

**SUNGARD****iWorks Investments**Investment  
Accounting  
and Reporting

We are pleased to provide personal, customized training at your location or in our corporate offices. These programs can be designed to cover topics of your choice. Our consultants will work with you to find ways to improve your monthly processing activity. Private training includes attendance of up to four individuals. Please contact your National Account Manager at (303) 689-1705.

## ***Private Basic System & Custom Reports Training***

### ***Course Content:***

Program duration will vary by product. Session covers basic acquisitions, disposals, payments, etc., processing. Topics include discussions about workflow and reconciliation procedures, quarterly and annual preparation, export of data to your annual statement vendor, a review of key fields affecting system calculations, and relational database and Windows navigation. System settings covered in the training include personal preferences, users' administration and permissions, table maintenance, system setup, setting up and adding companies, company grouping capabilities, period close procedures, regulatory prior year, building acquisition templates, and setting up the General Ledger.

You will gain hands-on experience with the monthly workflow, including security theory, transactional processing, editing, inquiring and reporting on data. System-standard reports are explained and demonstrated. Methods of updating external data are discussed. You will learn how the SVO Filing Manager is used to assist with the determination of Filing Exempt status. The course spends the last day and one-half on understanding the Default Fields List/Data Dictionary and creating custom reports. The Custom Reports portion of this class is only applicable for EPS, Investment Management or Investment Accounting clients.

<b>Level of Difficulty:</b>	Basic
<b>CPE Credits:</b>	TBD, based upon course content requested by client
<b>Prerequisites:</b>	None
<b>Advanced Prep:</b>	None
<b>Delivery Method:</b>	Group-Live-Based - Hands-On Training with training guide and client-directed discussion
<b>Applicable Products:</b>	EPS, SDR, Investment Management, Investment Accounting, or Investment Regulatory
<b>Who Should Attend:</b>	Investment Application clients who are new to investment system and need a detailed understanding of the application.

## ***Private Intermediate System & Custom Reports Training***

### ***Course Content:***

Specially designed training for the experienced user to improve efficiency, workflow and data accuracy. Select from a listing of intermediate topics for the investment system and create a training program to match your needs. The Custom Reports portion of this class is only applicable for EPS, Investment Management or Investment Accounting clients.

<b>Level of Difficulty:</b>	Intermediate
<b>CPE Credits:</b>	TBD, based upon course content requested by client
<b>Prerequisites:</b>	EPS Basic Training
<b>Advanced Prep:</b>	None
<b>Delivery Method:</b>	Group-Live-Based - Hands-On Training with training guide and client-directed discussion
<b>Applicable Products:</b>	EPS, SDR, Investment Management, Investment Accounting, or Investment Regulatory
<b>Who Should Attend:</b>	Investment application clients who want to improve their investment processing and gain a deeper understanding of system functions.

## Group EPS/SDR To iWorks Investments Upgrade Training Registration Form

**Contact your National Account Manager for Upgrade Information (303) 689-1705 and Select Preferred Dates via Fax (303) 689-1750 Attn: Training Registration**

Date: \_\_\_\_\_

Company: \_\_\_\_\_

Attendee 1: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

Attendee 2: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

# of Regional-2 Day Presentation Style Attendees = \_\_\_\_\_

# of Denver Office-2 Day Hands-On Style Attendees = \_\_\_\_\_

### List your Training Program Preference Below!

Course Name	Course Dates and Location
<b>2-Day Regional Presentation Style</b> <b>Delivery Method: Group-Live</b> <b>Level: Intermediate</b> <b>Prerequisite Required: EPS/SDR</b> Basic System Training <b>Advanced Prep: None</b> <b>Hours: 14 Hrs CPE</b>	<input type="checkbox"/> Aug 24-25, 2009—Washington DC <input type="checkbox"/> Sept 17-18, 2009—Orlando, FL <input type="checkbox"/> Sept 21-22, 2009—Kansas City, KS <input type="checkbox"/> Oct 22-23, 2009—Chicago, IL
<b>2-Day Denver Office Hands-On</b> <b>Delivery Method: Group-Live</b> <b>Level: Intermediate</b> <b>Prerequisite Required: EPS/SDR</b> Basic System Training <b>Advanced Prep: None</b> <b>Hours: 14 Hrs CPE</b>	<input type="checkbox"/> Aug 20-21, 2009 - Denver, CO <input type="checkbox"/> Nov 16-17, 2009 - Denver, CO

*In order to provide high-level support to all clients, SunGard iWorks will be limiting the number of clients who can upgrade in any given month. Your upgrade will need to be scheduled with your National Account Manager at (303) 689-1705. Registration in a specific program is not firm until you have received a written confirmation from Training Development.*

**Learning Objectives:** Refer to course description in the Education Catalog for detail on learning objectives.

**Due Date:** Reservations must be received one week in advance of training date and are accepted on a space available basis. You will receive e-mail confirmation of your registration when this form has been processed.

**Substitution Policy:** If notification is provided within 10 working days before start of class, you may substitute a different attendee or apply registration to another SunGard course.

**SunGard's Standard Cancellation Policy:** SunGard will reschedule your training if the request is received at least 4 weeks prior to the start of your confirmed training program. If you are unable to attend the session you registered for prepaid fees after the cancellation penalty can be applied towards a future class. Any cancellation notice received less than 4 weeks prior to the start of the confirmed training program will be subject to the following policy.

Between 2 and 4 weeks prior	50% penalty (of your total training fee)
Between 1 and 2 weeks prior	75% penalty (of your total training fee)
Less than 1 week prior	100% of your total training fee due

SunGard reserves the right to cancel the regional training if SunGard deems that there is insufficient attendance to justify holding the class. Customer will be notified of cancellation no less than 6 weeks prior to the regional training. If the class is cancelled, customer will be required to select another regional training, attend training in Denver or move the location of the training to an onsite program. Customer will be responsible for any difference in training fee.

SunGard iWorks is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors, 150 Forth Avenue North, Suite 700, Nashville, TN 37219-2417. Web site: [www.nasba.org](http://www.nasba.org).

**Contact your National Account Manager at (303) 689-1705 with questions.**

## Private Training Interest Form

**Contact your National Account Manager for Specific Training Information at  
(303) 689-1705 and Select Program and via Fax (303) 689-1750**

Date: \_\_\_\_\_

Attendee 1: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

Attendee 2: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

Attendee 3: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

Attendee 4: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Authorized by: \_\_\_\_\_

### Please Contact Me Regarding the Classes Listed Below!

Course Name	Preferred Training Date

**Learning Objectives:** Refer to course description in the Education Catalog for detail on learning objectives.

**Due Date:** Reservations must be received one week in advance of training date and are accepted on a space available basis. You will receive e-mail confirmation of your registration when this form has been processed.

**Substitution Policy:** If notification is provided within 10 working days before start of class, you may substitute a different attendee or apply registration to another SunGard course.

**SunGard's Standard Cancellation Policy:** SunGard will reschedule your training if the request is received at least 4 weeks prior to the start of your confirmed training program. If you are unable to attend the session you registered for prepaid fees after the cancellation penalty can be applied towards a future class. Any cancellation notice received less than 4 weeks prior to the start of the confirmed training program will be subject to the following policy.

Between 2 and 4 weeks prior	50% penalty (of your total training fee)
Between 1 and 2 weeks prior	75% penalty (of your total training fee)
Less than 1 week prior	100% of your total training fee due

SunGard reserves the right to cancel the regional training if SunGard deems that there is insufficient attendance to justify holding the class. Customer will be notified of cancellation no less than 6 weeks prior to the regional training. If the class is cancelled, customer will be required to select another regional training, attend training in Denver or move the location of the training to an onsite program. Customer will be responsible for any difference in training fee.

SunGard iWorks is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors, 150 Forth Avenue North, Suite 700, Nashville, TN 37219-2417. Web site: [www.nasba.org](http://www.nasba.org).

**Contact your National Account Manager at (303) 689-1705 with questions.**