

*A/L Management  
Track*



## Data Capture Training/Refresher

**RA 210; 90 Minutes**

**Dates and Times this Quarter:**

**Wednesday, February 20, 2008 at 9:00 A.M. MTN**

**Thursday March 20, 2008 at 1:00 P.M. MTN**

**Program Objectives:** This **90 minute Webex®**-based program is designed to provide those whose job it is to gather and input the data necessary to produce an accurate IRR report with the skills and knowledge necessary to accurately perform that task on a recurring basis.

**Prerequisites/Level:** Please have a basic understanding of the purpose of an IRR report, and knowledge of your institution's financial reporting system. Previous experience using the Data Capture system is desirable but not necessary.

**Program Content:** We will review in some detail the computer network options you have to load and operate the Data Capture software; Data Capture features; data needing to be hand entered as a cross-check, securities information; Data Conversion: setting assumptions – loan types and the appropriate prepay settings as well as other assumptions; data validation and transmission.

**Time Allotment:** - **90 minute Webex®** program.

**Registration:** Complete the attached form and email or fax it back to us at least three (3) business days prior to the program you wish to attend. Your Webex® registration instructions and a packet containing program materials will be emailed to you the day prior to the program date.

**Cost:** \$190 per institution connection. You may include as many people as you like in the session at your location.