TNET University
2018 Schedule of Classes

SEPTEMBER 2018

Transaction Generators

♦ September 11 (Tuesday) – 10:00 a.m. to 11:00 a.m. CDT

Creating automated transactions saves time and cuts down on the possibility of errors! We will review some of the following transaction generator programs and modules:

- Daily Menu programs
- Tickler programs
- Year-end programs
- Mutual Fund (and ETF) Modeling
- Interfaces
- SmartStarts

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Corrections & Reversals

♦ September 13 (Thursday) – 10:00 a.m. to 11:30 a.m. CDT

During this class, we will review the procedures for correcting and reversing transactions.

We will:

- Review the timing for making corrections
- Restoring to correct
- Change vs. Reverse
- Reverse a single transaction
- Create a replacement transaction (new feature added in June 2017)
- Reverse by posting batch
- Reverse by text file for large groups of reversals
- Quick Fix reversals: how, when and why?
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TNET University
2018 Schedule of Classes

Basic Training

- ♦ September 18 (Tuesday) and September 20 (Thursday)
- ♦ September 25 (Tuesday) and September 27 (Thursday)
- ♦ All four classes in this course will be held from 10:00 a.m. to Noon CDT

We encourage questions during this comprehensive, interactive course for new or inexperienced TNET users. We cover seventeen topics including reports, spreadsheets, procedures and more.

During these sessions we will provide a basic knowledge of:

- System and user security
- Account, asset and related party setup
- Transaction entry, posting and balancing
- Documentation of posting activity
- Ticklers
- Reporting
- Procedures for month-end and year-end processing

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SmartStart Review

- ♦ September 21 **(Free Friday)** – 10:00 a.m. to 11:00 a.m. CDT

During this "Free Friday" session, we will review our list of SmartStart modules and discuss how they can be used to enhance your operations.

Some of the programs we will review are:

- ACH Export
- Import Cleared Checks
- Import Transactions from a Spreadsheet
- Transaction Acknowledgements
- Positive Pay
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TNET University
2018 Schedule of Classes

OCTOBER 2018

RC-T Reporting

♦ October 9 (Tuesday) – 10:00 a.m. to 11:00 a.m. CDT

During this class, we will review the necessary setup for correct RC-T reporting, the paper report and the detail spreadsheet.

We will:

- Review TNET settings that affect the RC-T Report (#4.24) for accounts and assets
- Discuss how to use the spreadsheet to review and confirm that your accounts and assets are properly classified
- Review the actual RC-T pages and instructions
- Show how to use the information on the TNET RC-T Report to fill in the required fields of the "Call Report" for the FFIEC

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Ticklers

♦ October 11 (Thursday) – 10:00 a.m. to 11:30 a.m. CDT

During this class, we will review the many tickler functions in TNET.

We will:

- Review programs related to ticklers
- Present four sources of tickler information
  - Account maintenance dates
  - Asset maintenance dates
  - Dates from trust holdings
  - Tickler maintenance items
- Demonstrate the setup of ticklers that perform specific functions
- Review report basics and request files
- Discuss when it is best to use ticklers instead of ad hoc reporting
- Filter by Employee Code
- Schedule reports by frequency
- Use the Tickler Researcher
- Use Quick Query for ticklers
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Updating Market Prices

♦ October 16 (Tuesday) – 10:00 a.m. to 11:00 a.m. CDT

This interactive class is designed to answer your questions about market prices for all types of assets. We will review pricing services and options.

Some of the asset types we will discuss are:

- Stocks
- Bonds
- Mutual funds
- ETFs (Exchange Traded Funds)
- Non-marketable securities, such as
    - Real estate
    - Precious metals
    - Cars and collections
    - LLCs and private equities

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Interfaces Review

♦ October 26 **(Free Friday)** – 10:00 a.m. CDT

During this "Free Friday" session, we will review a few of our interfaces and discuss how they can be used to enhance your operations.

Some of the interfaces we will review are:

- Reich & Tang
- PCR
- Matrix
- Chicago Clearing Corp
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TNET University
2018 Schedule of Classes

NOVEMBER 2018

TNET for Trust Officers

♦ November 6 (Tuesday) – 10:00 a.m. to 11:00 a.m. CST

Specifically designed for officers and administrators, this class provides an overview of menus, inquiry screens and reports used by staff who work with clients.

The objective of this class is to provide a basic understanding of:

- System and user security
- Account, asset and related party inquiry
- Transaction and holdings inquiry
- Document Imaging for convenient access to PDFs, scanned documents, statements, photos and more
- Asset Allocation for quick portfolio review
- Investment Reviews and Customer Reports
- Quick Query for flexible data extraction

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Year-End Reporting for Qualified Accounts (IRA, CESA, HSA, etc.)

♦ November 13 (Tuesday) – 10:00 a.m. to Noon CST

A complete review of IRS processing for:

- Forms for IRAs
    - Form 1099-R Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.
    - Form 5498 IRA Contribution Information

- Forms for CESAs (Coverdell Education Savings Accounts)
    - Form 1099-Q Payments From Qualified Education Programs
    - Form 5498-ESA Coverdell ESA Contribution Information

- Forms for HSAs
    - Form 1099-SA Distributions From an HSA, Archer MSA or Medicare Advantage MSA
    - Form 5498-SA HSA, Archer MSA or Medicare Advantage MSA Information

The objective of this class is to provide a working knowledge of:

- Changes for the current tax year
- Reporting requirements for Traditional IRA, Roth IRA, SIMPLE IRA, SEP IRA, CESA and HSA
- Procedures for processing government forms
- Reporting tax information to clients
- Procedures for IRS electronic filing using the FIRE website
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TNET University
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DECEMBER 2018

Year-End Reporting for Taxable Accounts

♦ December 11 (Tuesday) and December 13 (Thursday)
♦ Both classes will be held from 10:00 a.m. to Noon CST

This class provides an overview of information received from both the Broadridge and IDSI data feeds for mutual funds and equities including qualified and reclassified dividends and tax-exempt income.

The objective of this class is to provide a working knowledge of:

- Changes for the current tax year
- Reporting for Forms 1099-DIV, -INT, -B and -MISC
- Processing government forms
- Reporting tax information to clients
- Procedures for IRS electronic filing using the FIRE website

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We will send an email announcement each month, beginning in August, for the following months classes. To register for a class you can:

- Click the link in the class announcement email and register online. You can receive an electronic confirmation of your registration by requesting it on that page.
- Use the registration form that comes with the class announcement email.
- Email Carol White at Carol@hwainternational.com or Ivette Marquez at IvetteM@hwainternational.com.
- Call Carol or Ivette at (800) 328-8661.
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