TNET University
2020 Schedule of Classes

MAY

We are offering Basic Training in May and September. The May sessions will be presented twice, as described below:

Basic Training – Monday/Wednesday for Pacific Time

- Monday, May 11 and Wednesday, May 13
- Monday, May 18 and Wednesday, May 20
  - All four sessions will be presented from 10:00 a.m. to Noon - **Pacific time.**

Basic Training – Tuesday/Thursday for Central Time

- Tuesday, May 12 and Thursday, May 14
- Tuesday, May 19 and Thursday, May 21
  - All 4 sessions will be presented from 10:00 am to Noon - **Central time.**

The agendas for both Basic Training classes will be the same.

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
- Backups, corrections and reversals
- Reporting
- Procedures for month-end and year-end processing

JUNE

Entering Options – Calls and Puts

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

An **option** is a contract that allows (but doesn't require) an investor to buy or sell an underlying instrument like a security, ETF or even index at a predetermined price over a certain period of time. Buying and selling **options** is done on the **options** market, which trades contracts based on securities.

In this session we will review how to set up option type assets and enter transactions to buy and sell them and show the results on Customer Reports.

~~~~~~

TNET for Trust Officers

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

This one-hour session is designed for administrators, officers, inquiry users, and anyone who needs to access information in TNET, but does not need to know entry procedures. We will demonstrate navigation tools and jump keys that will help you move from an inquiry screen to a report that is ready to print. We will review a collection of commonly used reports and discuss their use. The last portion will demonstrate two TNET tools that will enhance your operations and give clients and staff better access to information they need.

Topics include:

- TNET Security
- Menu Overview and Navigation
- Online Help and User Notes
- Accounts & Contacts Setup
- Enhance your operations with 2 modules:
    - Document Imaging
    - Quick Query
- SmartStarts for automation:
    - Import Transactions from a Spreadsheet
    - Positive Pay
~~~~~~

Updating Market Prices

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

Topics include:

- What are market prices and how can I find them?
- Where are prices stored?
- How is the price used?
- What is the best way to update each type of asset?
- Pricing Issues

~~~~~~

Tax Withholding for IRAs

♦ June 18 (Thursday) – 10:30 a.m. to Noon CDT

During this session we will show you how to process federal and/or state tax withholding in the same screen as you enter check transactions in Check Entry & Edit (#11.06). If you do not withhold state taxes, you can still automate the federal withholding on check transactions using this feature.

Topics include:

- Setting up state withholding codes
- Matching distribution codes
- Entering withheld amounts by percent or dollars
- Using gross and net settings for withholding
- Review withholding in check writing, transaction listing and customer reports

~~~~~~

Entering and Managing Liabilities

♦ June 23 (Tuesday) – 10:30 a.m. to Noon CDT

During this class we will answer the following questions:

- What is a liability?
- Why would I need to set up a liability in an account?
- What are the different ways a liability can be set up?
- How do I process payments on a liability?
- What if the liability increases?
- What if I have a second liability?
- How do I pay off a liability?
- How are liabilities shown on statements?

SEPTEMBER

Transaction Generators

♦ September 3 (Thursday) – 10:00 a.m. to 11:30 a.m. CDT

Creating automated transactions saves time and cuts down on the possibility of errors. We will review many of the programs that generate transactions in TNET during this session.

Topics include:

- Daily Menu (#1.00)
- Ticklers (#2.01)
- Year-End Menu (#3.00)
- Modeling (#16.00)
- Interfaces (#17.00)
- SmartStart programs

~~~~~~

SmartStart Review

♦ September 4 **(Free Friday)** – 10:00 a.m. to 11:00 a.m. CDT

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

Some of the programs we will review are:

- ACH Export
- Automated TNET Backups
- Bank Reconciliation
- Branded Statements
- Check Approvals
- Collect Fees Receivable
- Daily Activity Export
- Import Cleared Checks
- Import Transactions from a Spreadsheet
- Positive Pay
- Transaction Acknowledgements
~~~~~~

Corrections & Reversals

♦ September 8 (Tuesday) – 10:00 a.m. to 11:00 a.m. CDT

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

We will:

- Review the timing for making corrections
- Change vs. Reverse
- Reverse a single transaction
- Create a replacement transaction
- Reverse by posting batch
- Reverse by text file for large groups of reversals
- Restoring to correct
- QuickFix reversals: how, when and why?

~~~~~~

Ticklers for Reports & Fees

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

During this class, we will review the use of 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
- Customer Statements from Tickler
    - Different schedules
    - Different formats
    - Different recipients
- Use the Tickler Researcher
- Use Quick Query Tickler Information
~~~~~~

Program Options

♦ September 15 (Tuesday) – 10:00 a.m. to 11:30 a.m. CDT

This class is for both operations and administration staff. We will review some of the configuration options that are available in many TNET programs. We will show you how to turn on, turn off, or change these options to fit your office requirements.

We will review options available in the following programs, and more:

- Transaction Entry & Edit (#1.01)
- File Backup (#1.04)
- Transaction Posting (#1.05)
- Trust Fee Calculations (#1.15)
- Investment Reviews (#4.02)
- Account Maintenance (#6.01)
- Synopsis Maintenance (#6.03)
- Year-End and IRA Options (#3.00 and #9.00)
- Check Entry & Edit (#11.06)
- Check Printing (#11.10)

~~~~~~

OCTOBER

Basic Training

♦ October 6 (Tuesday) and October 8 (Thursday)
♦ October 13 (Tuesday) and October 15 (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
- Backups, corrections and reversals
- Reporting
- Procedures for month-end and year-end processing
~~~~~~

Check Writing

♦ October 20 (Tuesday) – 10:00 a.m. to 11:30 a.m. CDT

There are two main ways to use the Check Writing module. You can create many checks and ACH distributions at one time using Generate Recurring Payments (#11.05) or you can write checks using Check Entry & Edit (#11.06). Both programs create transactions in the daily file.

In this session, we will cover these procedures:

- Set up and maintain payees
- Set up and maintain recurring payments
- Schedule payments
- Enter one-time checks
- List checks for pre-print review
- Print checks
- Re-start the print process in case of a printer or paper tray malfunction
- Release Transactions and Print Check Register

~~~~~~

Compliance Reports and Exports

♦ October 22 (Thursday) – 10:00 a.m. to 11:30 a.m. CDT

During this class we will cover the most common reports required by auditors. Many of the reports create spreadsheets that contain more detail than can fit in the report.

We will review the following reports and their exports:

- Assets by Type (#4.05)
- Asset Totals Report (#4.21)
- Audit Log (#8.13)
- Cash Status Report (#1.06)
- RC-T Report (#4.24)
- Stale Prices Spreadsheet (#2.08)
- Statistical Report (#4.23)
- Tickler Report (#2.01)
- Where Held List (#4.03)

Sometimes auditors will focus on a specific 'hot topic' and ask for something different. If you have had such a request, we would like to hear about it in this class. Other attendees might have an idea for you, and they might appreciate hearing about the latest topic in advance of their own audit. We will discuss how Quick Query can export information from the database.
~~~~~~

Module Review

♦ October 23 **(Free Friday)** – 10:00 a.m. to 11:00 a.m. CDT

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

Some of the programs we will review are:

- Asset Allocation
- Document Imaging w/Document Management
- Quick Query
- 1099-MISC Reporting
- HSA Reporting

~~~~~~

NOVEMBER

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

♦ November 12 (Thursday) – 10:00 a.m. to Noon CST
♦ November 19 (Thursday) – 11:00 a.m. to 1:00 p.m. CST

These two classes have the same agenda. We scheduled two sessions because they are usually well attended. Also, having two dates gives you more flexibility, and the second class is an hour later to accommodate West Coast offices.

A complete review of IRS processing for:

- Forms for IRAs
- Forms for CESAs (Coverdell Education Savings Accounts)
- Forms for HSAs

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
~~~~~~

DECEMBER

Year-End Reporting for Taxable Accounts

- ♦ December 8 (Tuesday) and December 10 (Thursday)
- ♦ Both classes will be held from 10:00 a.m. to Noon CST

The first class will focus on 1099-DIV. We will provide an overview of information received from both the Broadridge and IDSI data feeds for mutual funds and equities including qualified and 199A dividends and reclassified tax-exempt income.

The second class will focus on 1098, 1099-B, 1099-INT and 1099-MISC.

The objective of both classes is to provide a working knowledge of:

- Changes for the current tax year
- Reporting for Forms 1098, 1099-DIV, -INT, -B and -MISC
- Steps for processing government forms
- Reporting tax information to clients
- Procedures for IRS electronic filing using the FIRE website