

# TNET University

## 2021 Schedule of Spring & Summer Classes

### April

#### Check Writing

◆ April 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

◆ April 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.

# TNET University

## 2021 Schedule of Spring & Summer Classes

### May

We are offering Basic Training in May and again at our Conference in Nashville in October. If the conference is postponed (because of COVID-19), we will update this schedule to include another basic training session in October.

#### Basic Training

- Tuesday, May 11 and Thursday, May 13
- Tuesday, May 18 and Thursday, May 20
  - All 4 sessions will be presented from 10:00 am to Noon - **Central time.**

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

~~~~~

#### Free Session - SmartStart Review

- ◆ May 26 (**Free Wednesday**) – 10:00 a.m. to 11:00 a.m. CDT

During this free 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:

- Bank Reconciliation
- Transaction Acknowledgements
- ACH
- Positive Pay
- Import Transactions from a Spreadsheet

# TNET University

## 2021 Schedule of Spring & Summer Classes

### June

#### TNET for Trust Officers

◆ June 8 (Tuesday) – 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. Bring your questions to this interactive class!

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

~~~~~

#### Ticklers

◆ June 10 (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

# TNET University

## 2021 Schedule of Spring & Summer Classes

### Corrections & Reversals

◆ June 15 (Tuesday) – 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
- 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?

~~~~~

### Closing Accounts & Sweeping Cash

◆ June 17 (Thursday ) – 10:00 a.m. to 11:00 a.m. CDT

During this class, we will review the rules and procedures used to close an account.

We will:

- Define terminated accounts
- Review a checklist for closing accounts
  - Termination date
  - Income/Principal sweep
  - Remove ticklers in two phases
  - Timing
- Review reports that omit terminated accounts
- Relocate closed accounts
- Deleting accounts – why and why not?

# TNET University

## 2021 Schedule of Spring & Summer Classes

### Transaction Generators

◆ June 22 (Tuesday) – 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

~~~~~

### Free Session - Module Review

◆ June 23 (Free Wednesday) – 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

# TNET University

## 2021 Schedule of Spring & Summer Classes

### Program Options

- ◆ June 24 (Thursday) – 10:00 a.m. to 11:00 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)