

As always, one of the benefits of being a **SYSTEMS 3000** district is the ability to take advantage of the free training sessions that we provide. These allow administrators and users to continuously update their knowledge and skills in the **SYSTEMS 3000** applications. They also enable attendees to become more proficient and efficient in this important area of their job responsibilities.

When many people, who perform essentially the same tasks for different districts, are sitting together in the same classroom, every question that our trained support staff addresses is quite beneficial for all. You will leave with new approaches to old situations. We encourage each and every user to take advantage of this benefit and sign up for the appropriate training session(s).

### FULL DAY TRAINING SESSIONS (9:30AM-1:30PM)

Breakfast snacks and lunch are provided for full day training sessions (9:30am-1:30pm), which are held at the following locations (as always, we would like to thank all our past and present districts for generously offering to host training sessions at their location, providing the ability for other districts to attend there instead):

**S3K:** Monmouth County, SYSTEMS 3000 Corporate Offices, 615 Hope Road, Eatontown, NJ (732.870.3000) Bldg 4A

**AC:** Atlantic County SSSD, 4805 Nawakwa Blvd, Mays Landing, NJ (609.625.5590) Admin Offices, Room #936

**GC:** Gloucester County, Kingsway Reg HSD, 201 Kings Hwy, Woolwich Twp, NJ (856.467.3300) Seminar Room, main entrance North

### WEBINAR TRAINING SESSIONS (9:30AM-11:00AM)

We would like to thank everyone for all the positive feedback received from our recently added 'webinar' training sessions. Many informed us that this type of training was preferred, allowing districts to eliminate the down time and cost associated with having to travel for the shorter (hour and a half) subject specific training sessions. In response to this, we will continue to hold these shorter training sessions via webinar training sessions.

Also in response to client feedback, the Accounting Year End training session has been revamped. As there is a lot of information covered in this particular training session, addressing items that need to take place over several months, this training session has been broken down into two shorter (hour and a half) webinar training sessions: Accounting Year End-Part I and Accounting Year End-Part II.

Accounting Year End-Part I will be held during May and June and will cover the items that normally occur during these months: preparing POs for the rollover, performing the rollover, etc.

Accounting Year End-Part II will be held during July and August and will cover the items that normally occur during these months: opening cycle 13, Fund 20 reconciliation, opening cycle 14, etc.

### INSTRUCTIONS TO ATTEND TRAINING SESSIONS

All training sessions start promptly at 9:30am. Seating is limited and **MUST** be reserved. To sign up go to [www.systems3000.com](http://www.systems3000.com), click the Training Sessions Sign Up Form link at the bottom, select training date(s), indicate users to attend, scroll to the bottom to enter the CAPTCHA code and click SUBMIT (a confirmation will be sent in a day or two, please call if you do not receive).

For webinar training sessions, in an effort to accommodate as many districts as possible for each webinar training, we request that districts who are signing up multiple users, that these users all attend together and connect from one workstation (therefore only tying up one incoming connection line). We would like to thank all our districts in advance for their cooperation.

## ACCOUNTING APPLICATION TRAINING SESSIONS FOR 2018

FA PART I	FA PART II	FA REVIEW	FA YEAR END (PART I & II)	FA BUDGET PROJECTION
location training 9:30am - 1:30pm <b>Vendors, POs, Invoicing, Check Processing, Fixed Assets, Reporting</b>  March 14 (S3K) April 11 (S3K) May 9 (S3K) June 13 (S3K)	location training 9:30am - 1:30pm <b>Exp/Rev Accts, Receipts, Receivables, Billing, GL, Adjs, Reporting</b>  March 28 (S3K) April 25 (S3K) May 23 (S3K) June 27 (S3K)	location training 9:30am - 1:30pm <b>FA Part I &amp; II Trainings Combined</b>  March 8 (AC) May 31 (GC) July 11 (S3K) July 12 (AC) Aug 8 (S3K) Sept 12 (S3K) Oct 10 (S3K) Nov 14 (S3K) Dec 12 (S3K)	webinar training 9:30am - 11:00am <b>PT I:</b> preparing pos for rollover & rolling over  <b>PT II:</b> opening cycle 13 & Fund 20 reconciliation  <div style="display: flex; flex-direction: column;"> <div style="background-color: #FFD700; padding: 2px;">PART I</div> <ul style="list-style-type: none"> <li>May 8</li> <li>May 15</li> <li>May 22</li> <li>May 29</li> <li>June 12</li> <li>June 19</li> </ul> <div style="background-color: #FFD700; padding: 2px;">PART II</div> <ul style="list-style-type: none"> <li>July 10</li> <li>July 17</li> <li>July 24</li> <li>Aug 7</li> <li>Aug 14</li> <li>Aug 21</li> </ul> </div>	webinar training 9:30am - 11:00am <b>Budget/Revenue Projection Entry &amp; Reporting</b>  Sept 25 Oct 2 Oct 9 Oct 16 Nov 13

## PAYROLL & HR APPLICATION TRAINING SESSIONS FOR 2018

PR PROCESSING	PR QUARTERLY	PR YEAR END	PR EMP PORTAL	HR/PERSONNEL REVIEW
location training 9:30am - 1:30pm <b>Definition Master Setup, Employee Setup, Processing a Payroll</b>  March 7 (S3K) April 18 (S3K) May 2 (S3K) May 30 (S3K) July 18 (S3K) Aug 1 (S3K) Sept 5 (S3K) Oct 3 (S3K) Nov 7 (S3K) Dec 5 (S3K)	webinar training 9:30am - 11:00am <b>Quarterly Reports Processing and Verification</b>  March 20 March 27 April 10 June 26 Sept 18 Dec 13	webinar training 9:30am - 11:00am <b>Year End Rollover, Tax Changes, W2 Processing</b>  Nov 20 Nov 27 Dec 4 Dec 11 Dec 18	webinar training 9:30am - 11:00am <b>Admin Employee Portal Training</b> <i>(scheduled as needed for new portal districts)</i>	location training 9:30am - 1:30pm <b>Personnel System Review, Employee Setup, Report Generation</b>  March 21 (S3K) April 12 (AC) April 19 (S3K) April 26 (GC) May 16 (S3K) June 20 (S3K) July 25 (S3K) Aug 15 (S3K) Sept 19 (S3K) Oct 17 (S3K) Nov 28 (S3K) Dec 19 (S3K)

**S3K:** Monmouth County, SYSTEMS 3000 Corporate Offices, 615 Hope Rd, Eatontown, NJ (Bldg 4A) 732.870.3000

**AC:** Atlantic County Special Services School District, 4805 Nawakwa Blvd, Mays Landing, NJ (Admin Offices-Rm #936) 609.625.5590

**GC:** Gloucester County, Kingsway Reg HSD, 201 Kings Hwy, Woolwich Twp, NJ (Seminar Room, use main entrance North) 856.467.3300