

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, 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 2019

FA PART I	FA PART II	FA REVIEW	FA YEAR END (PART I & II)	FA BUDGET PROJECTION
location training 9:30am - 1:30pm Vendors, POs, Invoicing, Check Processing, Fixed Assets, Reporting March 13 (S3K) April 10 (S3K) May 8 (S3K) June 12 (S3K)	location training 9:30am - 1:30pm Exp/Rev Accts, Receipts, Receivables, Billing, GL, Adjs, Reporting March 27 (S3K) April 24 (S3K) May 22 (S3K) June 26 (S3K)	location training 9:30am - 1:30pm FA Part I & II Trainings Combined April 4 (AC) April 11 (GC) June 13 (AC) June 20 (GC) July 10 (S3K) Aug 14 (S3K) Sept 11 (S3K) Oct 9 (S3K) Nov 13 (S3K) Dec 11 (S3K)	webinar training 9:30am - 11:00am PT I: preparing pos for rollover & rolling over PT II: opening cycle 13 & Fund 20 reconciliation <div style="display: flex; flex-direction: column;"> <div style="background-color: #FFD700; padding: 2px;">PART I</div> <div style="margin-left: 10px;"> May 7 May 14 May 21 May 28 June 11 June 18 </div> <div style="background-color: #FFD700; padding: 2px;">PART II</div> <div style="margin-left: 10px;"> July 9 July 16 July 23 Aug 6 Aug 13 Aug 20 </div> </div>	webinar training 9:30am - 11:00am Budget/Revenue Projection Entry & Reporting Sept 24 Oct 1 Oct 8 Oct 15 Nov 12

PAYROLL & HR APPLICATION TRAINING SESSIONS FOR 2019

PR PROCESSING	PR QUARTERLY	PR YEAR END	PR EMP PORTAL	HR/PERSONNEL REVIEW
location training 9:30am - 1:30pm Definition Master Setup, Employee Setup, Processing a Payroll March 6 (S3K) April 3 (S3K) May 1 (S3K) July 17 (S3K) Aug 7 (S3K) Sept 4 (S3K) Oct 2 (S3K) Nov 6 (S3K) Dec 4 (S3K)	webinar training 9:30am - 11:00am Quarterly Reports Processing and Verification March 19 March 26 April 2 June 25 Sept 17 Dec 12	webinar training 9:30am - 11:00am Year End Rollover, Tax Changes, W2 Processing Nov 19 Nov 26 Dec 3 Dec 10 Dec 17	webinar training 9:30am - 11:00am Admin Employee Portal Training <i>(scheduled as needed for new portal districts)</i>	location training 9:30am - 1:30pm Personnel System Review, Employee Setup, Report Generation March 20 (S3K) April 17 (S3K) May 2 (AC) May 9 (GC) May 15 (S3K) June 19 (S3K) July 24 (S3K) Aug 21 (S3K) Sept 18 (S3K) Oct 16 (S3K) Nov 20 (S3K) Dec 18 (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