

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, 213 Kings Hwy, Woolwich Twp, NJ (856.467.3300) Board Office Conf Room (located on the north side of the HS)

### 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 2020

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 11 (S3K) April 1 (S3K) May 13 (S3K) June 10 (S3K)	location training 9:30am - 1:30pm <b>Exp/Rev Accts, Receipts, Receivables, Billing, GL, Adjs, Reporting</b>  March 25 (S3K) April 22 (S3K) May 27 (S3K) June 24 (S3K)	location training 9:30am - 1:30pm <b>FA Part I &amp; II Trainings Combined</b>  March 12 (AC) April 2 (GC) June 18 (AC) June 25 (GC) July 8 (S3K) Aug 12 (S3K) Sept 9 (S3K) Oct 14 (S3K) Nov 11 (S3K) Dec 9 (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: #fff9c4; padding: 2px; margin-bottom: 5px;"><b>PART I</b></div> <div style="margin-bottom: 5px;">May 5</div> <div style="margin-bottom: 5px;">May 12</div> <div style="margin-bottom: 5px;">May 19</div> <div style="margin-bottom: 5px;">May 26</div> <div style="margin-bottom: 5px;">June 9</div> <div style="margin-bottom: 5px;">June 16</div> <div style="background-color: #fff9c4; padding: 2px; margin-bottom: 5px;"><b>PART II</b></div> <div style="margin-bottom: 5px;">July 7</div> <div style="margin-bottom: 5px;">July 14</div> <div style="margin-bottom: 5px;">July 21</div> <div style="margin-bottom: 5px;">Aug 4</div> <div style="margin-bottom: 5px;">Aug 11</div> <div style="margin-bottom: 5px;">Aug 18</div> </div>	webinar training 9:30am - 11:00am <b>Budget/Revenue Projection Entry &amp; Reporting</b>  Sept 22 Oct 6 Oct 13 Oct 27 Nov 10

## PAYROLL & HR APPLICATION TRAINING SESSIONS FOR 2020

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 4 (S3K) April 8 (S3K) May 6 (S3K) July 1 (S3K) Aug 5 (S3K) Sept 2 (S3K) Oct 7 (S3K) Nov 4 (S3K) Dec 2 (S3K)	webinar training 9:30am - 11:00am <b>Quarterly Reports Processing and Verification</b>  March 24 March 31 April 7 June 30 Sept 29 Dec 17	webinar training 9:30am - 11:00am <b>Year End Rollover, Tax Changes, W2 Processing</b>  Nov 17 Nov 24 Dec 1 Dec 8 Dec 15	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 18 (S3K) April 23 (AC) April 29 (S3K) May 14 (GC) May 20 (S3K) June 17 (S3K) July 15 (S3K) Aug 19 (S3K) Sept 16 (S3K) Oct 28 (S3K) Nov 18 (S3K) Dec 16 (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, 213 Kings Hwy, Woolwich Twp, NJ (856.467.3300) Board Office Conf Room (located on the north side of the HS)