TNET University
2017 Schedule of Classes

SEPTEMBER 2017

Closing Accounts

♦ September 12 (Tuesday) – 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?

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Ticklers

♦ September 14 (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 set up 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
- Stagger reports
- Use the Tickler Researcher
- Using Quick Query with ticklers
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TNET University
2017 Schedule of Classes

Basic Training

- ♦ September 19 (Tuesday) and September 21 (Thursday)
- ♦ September 26 (Tuesday) and September 28 (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
- Ticklers
- Reporting
- Procedures for month-end and year-end processing

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SmartStart Review

- ♦ September 22 **(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:

- Bank Reconciliation
- Transaction Acknowledgements
- ACH
- Positive Pay
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OCTOBER 2017

RC-T Reporting

♦ October 5 (Thursday) – 10:00 a.m. to 11:00 a.m. CDT

During this class, we will review the necessary setup for correct RC-T reporting, the paper report and the detail spreadsheet.

We will:

- Review TNET settings that affect the RC-T Report (#4.24) for accounts and assets
- Discuss how to use the spreadsheet to review and confirm that your accounts and assets are properly classified
- Review the actual RC-T pages and instructions
- Show how to use the information on the TNET RC-T Report to fill in the required fields of the "Call Report" for the FFIEC

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Updating Market Prices

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

This interactive class is designed to answer your questions about market prices for all types of assets. We will review pricing services and options.

Some of the asset types we will discuss are:

- Stocks
- Bonds
- Mutual funds
- ETFs (Exchange Traded Funds)
- Non-marketable securities, such as
  - Real estate
  - Precious metals
  - Cars and collections
  - LLCs and private equities
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TNET University
2017 Schedule of Classes

TNET for Trust Officers

♦ October 12 (Thursday) – 10:00 a.m. to 11:00 a.m. CDT

Specifically designed for officers and administrators, this class provides an overview of menus, inquiry screens and reports used by staff who work with clients.

The objective of this class is to provide a basic understanding of:

- System and user security
- Account, asset and related party inquiry
- Transaction and holdings inquiry
- Document Imaging for convenient access to PDFs, scanned documents, statements, photos and more
- Asset Allocation for quick portfolio review
- Investment Reviews and Customer Reports
- Quick Query for flexible data extraction

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Applied Quick Query

♦ October 24 (Tuesday) – 11:00 a.m. to 12:30 p.m. CDT

In this class, we show you the basics of Quick Query, and then move right into specifics on how to apply the features of the program to extract information from TNET.

The objective of this class is to provide a basic working knowledge of:

- Field selection
  - Relational data base structure
- Record selection
  - Conditions and how to use them
  - Parameters including value lists and ranges
- Export options:
  - Excel file
  - Text file
  - Database file
- Automated nightly exports using Quick Query
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NOVEMBER 2017

Module Review

♦ November 10 **(Free Friday)** – 10:00 a.m. CST

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

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

♦ November 14 (Tuesday) – 10:00 a.m. to Noon CST

A complete review of IRS processing for:

- Forms for IRAs
  - Form 1099-R Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.
  - Form 5498 IRA Contribution Information

- Forms for CESAs (Coverdell Education Savings Accounts)
  - Form 1099-Q Payments From Qualified Education Programs
  - Form 5498-ESA Coverdell ESA Contribution Information

- Forms for HSAs
  - Form 1099-SA Distributions From an HSA, Archer MSA or Medicare Advantage MSA
  - Form 5498-SA HSA, Archer MSA or Medicare Advantage MSA Information

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
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DECEMBER 2017

Year-End Reporting for Taxable Accounts

- December 5 (Tuesday) and December 7 (Thursday)
- Both classes will be held from 10:00 a.m. to Noon CST

This class provides an overview of information received from both the Broadridge and IDSI data feeds for mutual funds and equities including qualified and reclassified dividends and tax-exempt income.

The objective of this class is to provide a working knowledge of:

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

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To register for a class you can:

- Click the link in the class announcement email and register online. You can receive an electronic confirmation of your registration by requesting it on that page.
- Use the registration form that comes with the class announcement email.
- Email Carol White at Carol@hwainternational.com or Kathy Shanahan at Kathy@hwainternational.com.
- Call Carol or Kathy at (800) 328-8661.
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