



Sign up now for our 2018 spring classes!

TRIO classes are beneficial in many ways:

- All classroom classes will cover new changes to the programs.
- Stay current on all the latest updates and functionality.
- Share ideas and thoughts with us.
- Ensure efficiency and increase productivity by attending classes on a regular basis.
- Meet people from other municipalities.

Class Listing

March

6th Web – Introduction to Central Parties – FREE! – This class covers the changes that you will see as a result of upgrading to SQL.

7th Web – Utility Billing - This class covers the fundamentals of Utility Billing from setup to bill processing.

9th Web – Introduction to Central Parties – FREE! – This class covers the changes that you will see as a result of upgrading to SQL.

13th Web – Real Estate Sketch – This class covers the Sketch program and how to use it. Creating New and editing existing sketches are included.

14th Web – Accounts Receivable – FREE! – This class reviews the setup and features of the Accounts Receivable module with examples of how it is being used in town offices around the state.

20th Web – General Ledger Balancing - This class covers the steps to identify general ledger out of balance fund issues and how to correct them. It also includes the steps to balance Real Estate and Personal Property collections to the general ledger.

21st Classroom – Utility Billing - This class covers the fundamentals of Utility Billing from setup to bill processing.

April

3rd Web – Dog Registrations & Reporting – This class will go over the basics of dog registrations, adding owners and dogs, voiding a dog transaction as well as the reports available including the monthly dog report.

4th Web – Introduction to Central Parties – FREE! – This class covers the changes that you will see as a result of upgrading to SQL.

10th Web – Real Estate Sketch – This class covers the Sketch program and how to use it. Creating New and editing existing sketches are included.

11th Classroom – Tax Billing, Tax Collections, and Cash Receipting – This class starts at the beginning of the tax billing process and wraps up with the lien process. It includes payments, payment reversals, corrections, abatements, supplemental bills and more.

12th Web – Fixed Assets – FREE! – This class reviews the setup and features of the Fixed Assets module highlighted by the reporting tools and the calculation of annual depreciation.

17th Web – Tax Lien Processing – This class reviews the entire Lien Process within Real Estate Collections.

19th Classroom – Payroll – This class starts with a review of the payroll setup options under Table and File Setup and File Maintenance. The session then walks thru the setup of employees and ends with a review of payroll processing and reporting.

May

1st Web – Collections – This class will review the several options available in Collections including pop-up messages, creating Groups, setting up tax clubs, running reports, reconciling taxes with your general ledger, etc.

2nd Web – Introduction to Central Parties – FREE! – This class covers the changes that you will see as a result of upgrading to SQL.

8th Web – Real Estate Sketch – This class covers the Sketch program and how to use it. Creating New and editing existing sketches are included.

9th Web – Introduction to Central Parties – FREE! – This class covers the changes that you will see as a result of upgrading to SQL.

15th Classroom – Check Reconciliation, Budget Process and Financial Reporting – This class covers the basic steps in the Check Reconciliation and Budget Process. The class also includes a review of the available reporting options in Budgetary.

June

5th Web – Dog Registrations & Reporting – This class will go over the basics of dog registrations, adding owners and dogs, voiding a dog transaction as well as the reports available including the monthly dog report.

6th Web – Introduction to Central Parties – FREE! – This class covers the changes that you will see as a result of upgrading to SQL.

12th Web – Tax Commitment – This class will review the Tax Commitment process in Tax Billing, printing bills, printing the Commitment Book(s), supplemental bills and processing abatements.

13th Web – Fiscal End of Year – FREE! – This class will review the Fiscal End of Year process for Budgetary and Cash Receipting.

19th Web – Cash Receipting - This class will review basic payment types, payments, corrections, receipt type setup, receipt searches/reports, MOSES setup and Clerk module integration.



Training Class Registration Form

General class information:

- **Classroom classes** are \$90 per person and are held at our office at 56 Banair Road in Bangor. Starting time is 9:30 am, and end at approximately 2:00 pm. Sessions may end earlier than scheduled depending on class participation.
 - Morning refreshments will be served for all classes.
 - If less than six customers register, the class will be cancelled and a notification will be sent out to those registered.
- **Web classes** are \$50 per person and are remote classes conducted via WebEx. A high-speed internet connection, email address, and telephone line is required to access these classes.
 - These classes start at 9:30 am and typically last 1 to 2 hours, depending on participation.
 - If less than four customers register, the class will be cancelled and notification will be sent to those registered.
- Payment may be sent with this form or sent later when the bill is received.
- All cancellations must be received 48 hours prior to the class; if not a \$15.00 administrative fee for processing will be charged.
- In order to obtain a refund, notification must be received at least 48 hours before the session.

To register for a class, complete and return this registration form to us by email (trio@harrislocalgov.com) or fax (207-942-0879)

Please register the following person(s) from _____ Organization Name

Name	Email Address	Session Name & Date