



Sign up now for our 2011 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.

Classroom classes

*\$85 per person and held in our office in Bangor.

Jan 25 - Check Reconciliation & Reporting - This class covers the entire check reconciliation process and all of the available reporting options in Budgetary.

Feb 8 - Utility Billing - This class covers the fundamentals of Utility Billing.

Mar 17 - Accounting 101 - Although we are not accountants, this class covers all of the ins and outs of the Budgetary program including all journal entry types and the basics of municipal accounting.

May 24 - Billing, Collections, Cash Receipting - This class will start at the beginning of the tax billing process through the lien process and everything in between! Includes payments and transactions as well as abatements and supplementals.

June 14 - Fiscal End of Year - This class covers the fiscal end of year process in TRIO. Includes the entire process in budgetary and cash receipting.

Aug 9 - Check Reconciliation & Reporting - This class covers the entire check reconciliation process and all of the available reporting options in Budgetary.

Aug 23 - Payroll - This class covers the Employee file setup, deduction setup, vacation and sick setup, payroll process, and reporting.

Sept 13 - Billing, Collections, Cash Receipting - This class will start at the beginning of the tax billing process through the lien process and everything in between! Includes payments and transactions as well as abatements and supplementals.

Oct 18 - Accounting 101 - Although we are not accountants, this class covers all of the ins and outs of the Budgetary program including all journal entry types and the basics of municipal accounting.

Nov 10 – Motor Vehicle – This class will cover the entire Motor Vehicle menu. This includes processing a new registration, re-registration, and transferring a registration. We will also cover processing end of period reports, adding/removing items from inventory, processing Rapid Renewal, and more!

Nov 17 - Utility Billing - This class covers the fundamentals of Utility Billing.

Dec 15 - Fiscal End of Year - This is the full version of the fiscal end of year process in TRIO. This class covers the entire process in budgetary, fixed assets, cash receipting and payroll.



Jan 20 - Real Estate We are not assessors but this class will go over extract for reports, labels and analysis, exemption setup and maintenance, and land schedule maintenance.

Feb 17 - Liens & Reporting This class is a basic overview of the entire lien process. Also will cover the reports process in Real Estate Collections.

Mar 15 - Payroll Reporting This class will go over the weekly, monthly and quarterly reporting as well as the entire printing menu in Payroll.

Apr 12 - Clerk This class will go over the weekly, monthly and quarterly reporting as well as the entire printing menu in Clerk.

Apr 26 – New User Intro This class is designed for new users to TRIO and will cover the system maintenance menu, backups, shortcuts and more!

May 17 – GL Balancing For anyone having troubling balancing their general ledger; this class is for you. We will cover how to find the out of balance issue and correct it. Also covers balancing taxes to the general ledger.

June 16 - Fiscal End of Year Shortened version of the Fiscal End of Year class.

Aug 18 – New User Intro This class is designed for new users to TRIO and will cover the system maintenance menu, backups, shortcuts and more!

Sep 8 - Real Estate We are not assessors but this class will go over extract for reports, labels and analysis, exemption setup and maintenance, and land schedule maintenance.

Oct 25 - Payroll Reporting This class will go over the weekly, monthly and quarterly reporting as well as the entire printing menu in Payroll.

Oct 27 - Liens & Reporting This class is a basic overview of the entire lien process. Also will cover the reports process in Real Estate Collections.

Nov 15 – GL Balancing For anyone having troubling balancing their general ledger; this class is for you. We will cover how to find the out of balance issue and correct it. Also covers balancing taxes to the general ledger.

Nov 16 – Clerk This class will go over the weekly, monthly and quarterly reporting as well as the entire printing menu in Clerk.

Dec 6 – Motor Vehicle This class is a shortened version of the Motor Vehicle class – includes performing a registration, processing preprints, and more.

Dec 13 - End of Year Shortened version of the End of Year class – includes W2's and 1099s.

Registration Form

General class information:

- Classroom classes are \$85 per person, 9:30am to approximately 3pm. Sessions may end earlier than scheduled depending on class participation.
- Morning refreshments will be served for all classes and lunch will be on your own.
- If less than six customers register for a classroom class, the class will be cancelled
- WebEx classes are \$45 and are remote classes. A high-speed internet connection, email address, and telephone line is required to access these classes. These classes start at 9:30am and typically last 1 to 2 hours, depending on participation. If less than four customers register for a WebEx class, the class will be cancelled
- Payment may be sent with this form or sent later when the bill is received.

If directions are needed to our office, please call and we can fax them to you.

To register, complete and mail, email or fax the attached registration form to:

Harris Computer Systems, 56 Banair Road, Bangor, ME 04401,
Trio@Harriscomputer.com, 207-942-0879.

Feel free to make copies for additional sign-ups

Please register the following person (s) from the town of _____

Name and Email (if WebEx)

Training session (include date)

**In order to obtain a refund, notification must be received at least 48 hours before the session.
All cancellations are subject to a \$15.00 administrative fee for processing.**

