



## Training Class Registration Form

Please indicate the training classes you would like to attend.

Description	Date	Check Box
<b>Class 1:</b> <b>Payroll</b> - Basic Overview, Employee Basic Data, Contracts, Voluntary Deductions and Benefits, Payroll Processing, Error Correction, Check Voiding and Related Reporting Processes.	Tuesday, March 09, 2010	
<b>Class 2:</b> <b>Financial</b> - Basic Overview, Budgetary Account Maintenance and Creation, Budgetary Report, Transaction Processing, Cycle Closing, General Ledger and Next Year Budget Process.	Thursday, March 11, 2010	
<b>Class 3:</b> <b>Purchasing</b> - Basic Overview, Accounts Payable, A/P Processing, Purchasing, P.O. Processing, Requisition Processing and Related Reporting and Query Features.	Tuesday, March 16, 2010	
<b>Class 4:</b> <b>Personnel and Human Resources</b> - Basic Overview, Personnel Data Base Reporting, Code Table Creation, Employee Attendance Input and Reporting, Salary Verification and Substitute Tracking.	Thursday, March 18, 2010	
<b>Class 5:</b> <b>Relativity (9:00 AM-11:30 AM) or (1:00 PM-3:30 PM)</b> - Create customized reports on demand by using Microsoft Excel™ spreadsheet functions. (Fee \$100.00)	Tuesday, March 23, 2010	Circle One AM PM
<b>Class 6:</b> <b>Fixed Assets Tracking (9:00 AM-11:30 AM)</b> - Basic Overview, defining items by: make, model, class; generated data by: room, department, building; data collection sheets, interfacing to A/P and producing audit reports. (Fee \$100.00)	Thursday, March 25, 2010	

<b>First name:</b>	
<b>Last name:</b>	
<b>District name:</b>	
<b>Email address:</b>	
<b>Phone number:</b>	

The training classes will be held at the DCR office and can accommodate 12 participants. Sessions will be held from 9:00am to 3:00pm. All materials will be provided including lunch (except Relativity no lunch will be served).

Training fee of \$175.00 per class registered will be invoiced to the school districts after completion of the classes. Since Relativity and Fixed Assets Tracking are shorter sessions the training class fee is \$100.00 each.

Registration is on a first come basis. A waiting list will be started once the maximum of 12 participants is reached.

If participants register and are not able to attend do to an unforeseen scheduling conflict, please notify DCR at least **72 hours** prior to the training class date. **Registered participants that do not show up for the classes and do not notify DCR will be accessed a \$50.00 no show cancellation fee.**

**When completed fax the registration form to Oscar:  
(630) 241-2213.**