

Trams Back Office

****ALL CLASS TIMES ARE PACIFIC TIME ZONE**

| TRAMS BACK OFFICE CLASSES | | |
|------------------------------------------------------------------------------|-------------------------------------|--------------------------------------------|
| Trams Back Office: Overview | May 1 May 17 Jun 12 Jun 27 | 11:00 am 9:00 am 11:00 am 9:00 am |
| Invoicing, Data Flow, Core Reports and Management Summary | May 2 Jun 13 | 9:00 am 9:00 am |
| Receipts, Deposits, Check Register, Bank Reconciliation | May 3 Jun 14 | 11:00 am 9:00 am |
| Advanced Payments | May 8 Jun 14 | 11:00 am 11:00 am |
| Payment Import | May 10 Jun 19 | 9:00 am 11:00 am |
| ARC/BSP Reconciliation and Settlement, IAR Reconciliations | May 15 Jun 21 | 10:00 am 9:00 am |
| General Ledger, GL Reconciliation, EOP, Budget & Agency Operations Checklist | May 16 Jun 21 | 9:00 am 11:00 am |
| Setting Up Global Defaults in Trams Back Office | May 17 Jun 26 | 11:00 am 11:00 am |
| Setting Up Agent Profiles, Reporting, and Reconciliation | May 23 Jun 28 | 11:00 am 9:00 am |
| Management Reports | May 1 Jun 5 | 8:30 am 9:30 am |
| Report Generator | May 8 Jun 12 | 9:30 am 8:30 am |
| Expanded Reporting Functions | May 15 Jun 19 | 8:30 am 9:30 am |
| Handling Groups Part 1 | May 2 Jun 13 | 12:30 pm 12:30 pm |
| Handling Groups Part 2 | May 16 Jun 20 | 12:30 pm 12:30 pm |
| Trams Back Office: Using Agency Credit Card | May 10 Jun 20 | 9:00 am 9:00 am |

To enroll in a class, Copy & Paste into your browser:

<https://tbo.webex.com/>