

Registration Form

Please Send one form Per Person
And Include Payment with your form

Name		
School Name		
District Name		
School Address		
City	State	Zip
E-Mail Address		

Check the Session(s) You Will Attend

Elementary - New User Training For those using TES less than 6 months	Wed.	
Elementary - Intermediate Training Hands-On Session	Wed.	
Advanced Training – MyDistrictSummary, Budget and 1099 Reporting	Wed.	
Select ONE morning session		
Secondary School New User Training For those using TES less than 6 months		Thursday All Day
Secondary – Morning Breakout		Thursday Morning
Select ONE afternoon Session		
Secondary – Bank Recon – NSF		Thursday Afternoon
Secondary – AR Process – Class Change		Thursday Afternoon
Secondary – Budget – 1099 – End of Year		Thursday Afternoon

Check the box indicating
Your registration fees.

One day	\$175
Two Days	\$300
Total Enclosed	

WHAT

Exciting days of workshops designed to meet the needs of Financial Secretaries, Support Personnel, and Technical Services.

Instructors

Hyrum Tatton

Founder of TES Software
Lead Programmer for TES-Activity
Retired School Administrator

Bill Tatton

Lead Programmer for MySchoolFees

Sherie Charlesworth

CPA, District Support

Shawna Gurling

Karen Taylor

Experienced Bookkeepers
District Support Persons

When

June 10-11, 2009 9am-3:30pm

Where

Lone Peak High School
10189 N. 4800 W.
Highland, Utah

Register On-Line At

www.TesSoftware.com

Or

Mail Registration & Payment To:

TES-Software
5713 Pine Glen Lane
Birmingham, AL 35210

Phone (205) 956-0415

Registration Deadline

Register by April 15, 2009

MySchoolOffice™ Workshop



***“The Best
Local School Accounting
Just Got
A Whole Lot Better”***

June 10-11
2009

2009 TES Utah Seminar

Hosted at: Lone Peak High School – 10189 N. 4800 W. Highland, UT 84003
Register On-Line at www.TesSoftware.com

Wednesday, June 10, 2009 9:00 am – 3:30 pm

Thursday, June 11, 2009 9:00 am – 3:30 pm

Opening General Session for ALL 9:00 – 9:30 am

Opening General Session for ALL 9:00 – 9:30 am

New User Training for Elementary Schools

Chart of Accounts
Master Files
Receipts
Deposits
Checks
Purchase Orders
Accounts Payable
Reading Reports
Bank Recon
NSF Checks

This class is for those who have used TES for 6 months or less.

Intermediate Training for Elementary Schools

Hands-on training and help with:

Bank Recon
Journal Entries
NSF Checks
Security Feature Reports
End-of-Year

Questions and Answers

Advanced Seminar

MyDistrictSummary

Budgets

1099 Reporting

Technical Issues

New User Training for Secondary Schools

Same topics as New User Session for Elementary Schools but tailored to Secondary Schools.

This class is for those who have used TES for 6 months or less.

Secondary Breakout Morning Session

Registration

MySchoolFees

Schedule Based Fee Sheets

Secondary Afternoon Session

Bank Recon & NSF

Secondary Afternoon Session

ARs
Class/Change

Secondary Afternoon Session

Budget
1099
End-Of-Year

Group Session – Questions/Answers & New Ideas

Group Session – Questions/Answers & New Ideas

Lunch Provided by TES-Software

Lunch Provided by TES-Software

Mail Seminar Payments to: TES – 5713 Pine Glen Lane, Birmingham, AL 35210

(205) 956-0415