2010 Wealth Management Solutions (WMS) Class Schedule

WMS 5500 Worksheet Processing
3/16/10

This class provides the fundamentals of Form 5500 Worksheet processing, including:

- 5500 Worksheet Reporting Components
- The 5500 Worksheet Process
- Automated "T" Transactions
- Problems and Resolutions
- 5500 Worksheet Checklist

Who should attend: Staff members familiar with employee benefit plans and Form 5500 reporting requirements.

WMS Account Templates
3/10/10 and 5/13/10

Maximize the benefits of Account Templates! Account Templates are utilized to add accounts to TrustDesk®. Learn how to add, copy, and edit account templates.

Who should attend: Operations staff.

WMS Accruals
6/16/10

Managing accruals and reducing exceptions has never been easier with the FIS TrustDesk System. Better understand accrual calculations and how TrustDesk securities management tools can help you identify and resolve exceptions quicker than ever.

Who should attend: Security and income processing staff.

WMS Annual Review Suite (ARS)
6/10/10, 8/10/10, and 12/14/10

This class will review the tools available to assist you in completing the Annual Administrative and Investment Reviews.

Who should attend: Administration and operations staff.

Prerequisite: Clients using ARS.

WMS ARS Question/Rule Management
6/8/10, 8/9/10, and 12/7/10

Are you responsible for maintaining the administrative review questions and compliance rules? If so, this class is for you.

We'll review the set up options and structure of the administrative review questions and compliance rules. You will learn how to add and maintain questions and compliance rules and lists for the Reg. 9 reviews.

Prerequisite: Clients using ARS.

WMS Automated Non-Dollar Investing (ANDI) and Asset Reallocation
7/7/10

This class provides details of ANDI and Asset Reallocation processes to help you manage your mutual fund asset allocation portfolios efficiently.

Who should attend: Investment and operations staff.

WMS Client Management Portal
1/20/10, 3/11/10, 4/6/10, 6/22/10, 8/11/10, 10/20/10, and 12/2/10

Learn how the Client Management Portal provides your relationship managers with speed and efficiency in completing administrative tasks, allowing them to maximize the time they spend servicing clients and driving revenue.

Who should attend: Administrative staff.

WMS Compliance Tools
4/12/10, 9/2/10, and 12/20/10

Learn about all the compliance tools available to you in TrustDesk. This class includes modifying the Schedule RC-T Report (PTR283), as well as new options for compliance with Reg R.

WMS Extranet and LMS
2/17/10

Explore the FIS Extranet and locate project definitions and other features related to the WMS division of FIS.

Navigate the options available to you on the Learning Management System (LMS). Learn how to enroll students in classes, approve attendance, and view training history.

Who should attend: Extranet and LMS users.

WMS Fee Operations Portal
3/15/10 9 AM and 1 PM
3/17/10 9 AM and 1 PM
3/30/10, 4/7/10, and 4/23/10

With the Fee Operations Portal, your institution can streamline fee operations tasks. The portal provides quick and easy identification of fee schedules so you can eliminate redundant or one-off schedules. You have fast and efficient online viewing of fee computation worksheets and invoices, which can significantly reduce the cost of paper and the time spent distributing these reports. The Fee Operations Portal also provides simplified tracking and monitoring of accounts that are closing, accounts with known fee exceptions, and accounts that have large percent or dollar amount variances from the previous period, all assisting you in resolving issues before they become exceptions.

WMS Fee Processing I
6/14/10 and 9/20/10

Explore the Fee Operations Portal and the fundamentals of fee schedule set up as well as the numerous account-level fee options available in TrustDesk.

Who should attend: Operations staff.

WMS Fee Processing II
6/28/10 and 9/29/10

Explore advanced fee topics including fee tracking, co-trustee fees, fee rebates, and fee variance reporting.

Who should attend: Operations staff.

Prerequisite: Fee Processing I.

WMS Fee Receivables and Invoices
4/19/10 and 10/18/10

Fee Receivables processing is the topic of this class. Learn how to process payments and make adjustments to fee receivable records. In addition, we will review the components of the fee invoice. This class is geared toward Operations staff.

WMS Free Transactions in TrustDesk
4/13/10

Learn more about the TrustDesk functionality that allows you to process real-time asset distributions and enter Free Receipts. This will allow you to create a true paperless process.

Who should attend: Operations and administration staff.

WMS InvestDesk® Actively Managed Portfolios at 3 PM
10/13/10

This class reviews the tools that facilitate the efficient management of active portfolios using InvestDesk.

Class Topics:

- Customized Portfolio Appraisal
- Creating a Proposed Trade
- Trade by Security
- Invest by Style
- Analysis Queries
- Client Reporting

Who should attend: Investment professionals.

Prerequisite: Clients using InvestDesk.

WMS InvestDesk Allocation Managed Portfolios at 3 PM
10/27/10

This class reviews the tools that facilitate the efficient management of portfolios using investment strategies in InvestDesk.

Class Topics:

- Investment Styles and Strategies
- Account Set Up
- Special Security Instructions
- Allocation Queries
- Customized Portfolio Appraisal
- Theoretical Portfolios
- Client Reporting

Who should attend: Investment professionals.

Prerequisite: Clients using InvestDesk.

WMS Management Reporting Tools/Goal Tracking
2/16/10, 7/15/10, and 11/3/10

It is essential that your management is able to view and report on key financials. Learn how to track and analyze fee revenue at the account and relationship levels.

Review our best practices on Relationship Management and how to track revenue performance goals for administrators and investment officers using Goal Tracking.

Who should attend: Managers, operations, investment, and administration staff.

WMS MyTrustDesk for Executives
1/28/10, 4/20/10, 5/25/10, and 12/9/10

These portal features serve as the main launch page on the executives' desktop, providing one click answers and information on revenue and profitability, generating new business, oversight on lost business, audit and compliance. Also serves as the gateway to all other functions within TrustDesk.

WMS Portal Best Practices and Set Up Options
3/29/10 and 10/15/10

This class focuses on the following:
- Best Practices for Client Management and Executive Portals
- Institutional-Level Options
- Customization available for Client Management Portal
- Customization Available for the Executive Portal
- Account Level Fields that Impact Proper Reporting
- User Access

This class is geared toward operations staff.

WMS Portfolio Online
1/27/10, 4/22/10, 7/13/10, 10/12/10, and 11/30/10

Portfolio Online provides your clients real-time access to their account information. Learn how Portfolio Online can benefit your organization.

WMS RMD and RDMS for IRAs
1/26/10 and 8/5/10

This class provides the fundamentals on processing Required Minimum Distributions (RMD) using TrustDesk. In addition, we will review the Retirement Distribution Management System (RDMS) processing for IRAs.

Class Topics:
- Requesting and Reviewing PTR957
- TrustDesk Download for RMD
- Making IRA Distributions using RDMS
- RDMS History
- 1099-R Processing
- TrustDesk Download for RDMS
- Substitute Form 5498 (PTR222) Processing

Who should attend: Operations and administration staff.

WMS Report Writer I
2/4/10, 6/9/10, 8/18/10, and 11/8/10

This class presents the fundamental Report Writer concepts and procedures that allow you to extract data from the TrustDesk System and create custom reports.

Class Topics:
- Design Report Layouts
- Build a Basic Report
- Schedule Reports for Processing
- Using System Variables
- Utilities

Who should attend: Operations, investment, and administration staff.

WMS Report Writer II
2/10/10, 6/23/10, 8/31/10, and 11/22/10

This is an intermediate class for users that have used Report Writer and are ready to learn some of the more advanced Report Writer functions.

Class Topics:
- Using Headers and Footers
- Totals
- Using Parenthesis
- Report Writer Download

Who should attend: Operations, investment, and administration staff.

Prerequisite: WMS Report Writer I.

WMS Report Writer III
7/8/10 and 11/29/10

This class will cover some of the more advanced Report Writer functions.

Class Topics:
- Counters
- Math Functions
- Tab Delimited Format

Who should attend: Operations, investment, and administration staff.

Prerequisite: WMS Report Writer II.

WMS Retirement Management Distribution System (RDMS) I
6/7/10

Learn about RDMS. In this class, you will learn about retirement distribution functionality including the following features:
- Plan Account Set Up
- Participant Set Up
- Payment Set Up
- Central Name/Address File
- Related Accounts/Multiple Account Entry
- Lump Sum Checks

Who should attend: Operations staff.

WMS Retirement Management Distribution System (RDMS) II
6/24/10

Learn about RDMS. In this class, you will learn about retirement distribution functionality including the following features:
- Internal Participants and Withholding
- Reversals and History Management
- 1099-R Processing
- TrustDesk Download for RDMS
- Reports

Who should attend: Operations staff.

Prerequisite: WMS Retirement Management Distribution System (RDMS) I.

WMS ReturnTrack® Daily Process
9/13/10

This class will review the daily management of performance measurement using ReturnTrack.

Class Topics:
- Daily Processing Flow
- Monitoring Exceptions
- Researching Exceptions
- Viewing Performance
- Entering Adjustments and Recalculations

Who should attend: Operations and administration staff.

Prerequisite: Experience using ReturnTrack.

WMS Securities Management I
6/15/10 and 11/12/10

This class will review Securities Management in TrustDesk.

Class Topics:
- View Security Profile
- Review Security Template
- Add a New Security
    - ACM Sweep
    - Mutual Fund
    - Pool Balance Securities

Who should attend: Operations staff.

WMS Securities Management II
6/29/10 and 11/23/10

This class will review Securities Management in TrustDesk.

Class Topics:
- Review Security History
- Accrual Exception Management
- Income Processing
- Reorg Processing
- Proxy Processing

Who should attend: Operations staff.

Prerequisite: WMS Securities Management I.

WMS Security Activity (PacketBuilder)
3/18/10

Processing security reorganization items is a snap with the Security Activity tool. Understand how this online tool can simplify corporate exchanges.

Who should attend: Operations staff.

WMS Statement Customization
4/9/10

Learn how your organization can customize your statement formats. You will be introduced to the basic statement types, formats, and components. The process of modifying existing statements is covered using sample code and the resulting customized statements.

Who should attend: This class is designed for technical staff that has statement design responsibilities.

WMS TrustDesk Administrative Report Ordering, Executing a Download, and Account Presentation
4/27/10, 7/29/10, and 10/21/10

This class will have you ordering statements online and other administrative reports in no time. Learn how to extract data from the system using the Execute a Download feature. View statements and performance in TrustDesk.

Who should attend: Administrative staff.

WMS TrustDesk Administrative Securities/Trading and ANDI
6/17/10 and 10/28/10

This class will provide administrators an overview of securities, trading functionality, and the Automated Non-Dollar Investment (ANDI) System.

Who should attend: Administrative staff.

WMS TrustDesk Cash Disbursement Transactions
2/18/10, 7/27/10, and 10/14/10

Learn how to create on-demand, future-dated, and scheduled disbursements. Find out how to review, update, and delete pending, saved, and scheduled transactions.

Class Topics:
- Creating, Maintaining, and Deleting all Cash Disbursements
- Review of Cash Categories and Activities
- Overview of Daily Posting Log

Who should attend: Administrative and operations staff.

WMS TrustDesk Cash Receipts and Transfers
2/11/10, 7/19/10, and 11/4/10

Learn how to create on-demand, future-dated, and scheduled cash receipts and transfers. Find out how to review, update, and delete pending, saved, and scheduled transactions.

Who should attend: Administrative and operations staff.

WMS TrustDesk Information Downloads I
2/8/10, 5/12/10, 8/16/10, and 12/15/10

The TrustDesk Downloads tool lets you design and generate customized extracts from the TrustDesk System files. Learn how to execute and create downloads from the TrustDesk System.

Who should attend: Operations, investment, and administration staff.

WMS TrustDesk Information Downloads II
2/22/10, 5/26/10, 8/30/10, and 12/22/10

Design and execute customized extracts from the TrustDesk System files using Download Formatter. Learn the advanced functions available from the TrustDesk Information Downloads.

Who should attend: Operations, investment, and administration staff.

WMS TrustDesk Manage Account Information
3/9/10, 7/21/10, 9/28/10, and 10/25/10

Learn how to quickly find account information using the Client Management Portal – holdings, balances, history, and investment review. Manage your overdrafts. Produce cash forecasts for your clients.

Who should attend: Administrative, investment, and operations staff.

WMS TrustDesk Name/Address, Recipients, and Alerts/Call Tracking
3/8/10 and 9/9/10

Learn about the central name/address file and linking the name/address record to an account to create a recipient. Recipient Usage Code and statement set up will be discussed in detail. This class also includes Adding and Maintaining Alerts and Adding Call Notes.

Who should attend: Administrative and operations staff.

WMS TrustDesk Open/Close an Account
2/9/10, 5/11/10, and 9/8/10

Use Account Templates to open an account in TrustDesk. This class will walk you through the set up process using TrustDesk and explain account numbering. We will discuss best practices and options for opening and closing an account.

Who should attend: Operations and other staff responsible for opening or closing accounts.

WMS User Entitlement
4/8/10, 8/19/10, and 11/10/10

Understand the various levels of user entitlement. Learn how to use models to streamline the set up of new employees and monitor system use. This class includes user access to TrustDesk and Report Writer.

This class is designed for personnel with access to add/maintain user entitlement.

Who should attend: Operations staff who assign user entitlement.

Class List by Date:

01/20/10	Client Management Portal
01/26/10	RMD and RDMS for IRAs
01/27/10	Portfolio Online
01/28/10	MyTrustDesk for Executives
02/04/10	Report Writer I
02/08/10	TrustDesk Information Downloads I
02/09/10	TrustDesk Open/Close an Account
02/10/10	Report Writer II
02/11/10	TrustDesk Cash Receipts and Transfers
02/16/10	Management Reporting Tools/Goal Tracking
02/17/10	Extranet/LMS
02/18/10	TrustDesk Cash Disbursement Transactions
02/22/10	TrustDesk Information Downloads II
03/08/10	TrustDesk Name/Address, Recipients, and Alerts/Call Tracking
03/09/10	TrustDesk Manage Account Information
03/10/10	Account Template and Categories/Activities Set Up
03/11/10	Client Management Portal
03/15/10	Fee Ops Portal 9 A.M. (no charge)
03/15/10	Fee Ops Portal 1 P.M. (no charge)
03/16/10	5500 Worksheet Processing
03/17/10	Fee Ops Portal 9 A.M. (no charge)
03/17/10	Fee Ops Portal 1 P.M. (no charge)
03/18/10	Security Activity (PacketBuilder)
03/29/10	Portal Best Practices and Set Up Options
03/30/10	Fee Ops Portal
04/06/10	Client Management Portal
04/07/10	Fee Ops Portal 1 P.M (no charge)

04/08/10 User Entitlement
04/09/10 Statement Customization
04/12/10 Compliance Tools
04/13/10 Free Transactions in TrustDesk
04/19/10 Fee Receivables
04/20/10 MyTrustDesk for Executives
04/22/10 Portfolio Online
04/23/10 Fee Ops Portal 1 P.M (no charge)
04/27/10 TrustDesk Admin Report Ordering, Execute Downloads, and Account Presentation
05/11/10 TrustDesk Open/Close Accounts
05/12/10 TrustDesk Information Downloads I
05/13/10 Account Template and Categories/Activities Set Up
05/25/10 MyTrustDesk for Executives
05/26/10 TrustDesk Information Downloads II
06/07/10 Retirement Distribution Management System (RDMS) I
06/08/10 ARS Questions/Rule Management
06/09/10 Report Writer I
06/10/10 Annual Review Suite
06/14/10 Fee Processing I
06/15/10 Securities Management I
06/16/10 Accruals
06/17/10 TrustDesk Administrative Securities, Trading, and ANDI
06/22/10 Client Management Portal
06/23/10 Report Writer II
06/24/10 Retirement Distribution Management System (RDMS) II
06/28/10 Fee Processing II
06/29/10 Securities Management II
07/07/10 Automated Non-Dollar Investing (ANDI) and Asset Reallocation
07/08/10 Report Writer III
07/13/10 Portfolio Online
07/15/10 Management Reporting Tools/Goal Tracking
07/19/10 TrustDesk Cash Receipts and Transfers
07/21/10 TrustDesk Manage Account Information
07/27/10 TrustDesk Cash Disbursement Transactions
07/29/10 TrustDesk Admin Report Ordering, Execute Downloads, and Account Presentation
08/05/10 RMD and RDMS for IRAs
08/09/10 ARS Questions/Rule Management
08/10/10 Annual Review Suite
08/11/10 Client Management Portal
08/16/10 TrustDesk Information Downloads I
08/18/10 Report Writer I
08/19/10 User Entitlement
08/30/10 TrustDesk Information Downloads II
08/31/10 Report Writer II
09/02/10 Compliance Tools
09/08/10 TrustDesk Open/Close an Account
09/09/10 TrustDesk Name/Address, Recipients, Alert/Call Tracking
09/13/10 ReturnTrack Daily Process
09/20/10 Fee Processing I
09/28/10 TrustDesk Manage Account Information
09/29/10 Fee Processing II
10/12/10 Portfolio Online
10/13/10 InvestDesk Actively Managed Accounts 3 P.M.
10/14/10 TrustDesk Cash Disbursement Transactions
10/15/10 Portal Best Practices and Set Up Options
10/18/10 Fee Receivables
10/20/10 Client Management Portal
10/21/10 TrustDesk Admin Report Ordering, Execute Downloads, and Account Presentation
10/25/10 TrustDesk Manage Account Information
10/27/10 InvestDesk Allocation Managed Accounts 3 P.M.
10/28/10 TrustDesk Administrative Securities, Trading, and ANDI
11/03/10 Management Reporting Tools/Goal Tracking
11/04/10 TrustDesk Cash Receipts and Transfers
11/08/10 Report Writer I
11/10/10 User Entitlement
11/12/10 Securities Management I
11/22/10 Report Writer II
11/23/10 Securities Management II
11/29/10 Report Writer III
11/30/10 Portfolio Online
12/02/10 Client Management Portal
12/07/10 ARS Questions/Rule Management
12/09/10 MyTrustDesk for Executives
12/14/10 Annual Review Suite
12/15/10 TrustDesk Information Downloads I
12/20/10 Compliance Tools
12/22/10 TrustDesk Information Downloads II

Cost: $150 per institution unless noted otherwise.

Classes are scheduled from 13:00 (1:00 p.m.) – 15:00 (3:00 p.m.), Central Time unless noted otherwise.

This schedule is subject to change without notice.

We reserve the right to cancel classes when less than five attendees have registered for the class three days prior to the class date.

To register for a class or to learn more about other classes, please log onto the Learning Management System (LMS), e-mail Wealth Management Solutions training: wms.training@metavante.com, or call 1-866-275-6868, options 5-3-2.