2012 Wealth Management Solutions (WMS) Class Schedule

WMS 5500 Worksheet Processing

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
3/13/12

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

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 Amortization and Accretion
2/21/12

This class will define amortization and accretion and provide the information you need to utilize the Amortization and Accretion processing in TrustDesk. This includes the set up, the processing, and exceptions review for the bonds your institution holds.

Who should attend: Investment and operations staff members.

WMS Annual Review Suite (ARS)
5/9/12

This class will review the tools available to assist you in completing the Annual Administrative, Investment, and Unique Asset Review.

Who should attend: Users responsible for completing reviews.

Prerequisite: Clients using ARS.

WMS ARS Question/Rule Management
4/5/12

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 administrative review questions, compliance rules, and unique asset review questions. 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

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 Point Demonstration (1 1/2 hours)
10 A.M.: 1/24/12, 4/30/12, and 6/7/12

1 P.M.: 2/14/12, 3/21/12, 4/3/12, and 5/14/12

TrustDesk Client Point (Client Point), the new WMS Internet-based access tool for your customers, serves as a powerful tool in communication and service delivery for your institution.

Join us during this session where we will explore Client Point; the features and benefits it can bring to you and your clients.

The Client Point Best Practices Guide and Set Up Guide are available on the Extranet.

There's no charge for this session.

WMS Client Point Branding Overview (30 Minutes)
3 P.M.: 1/24/12, 2/14/12, 3/21/12, and 4/30/12

This session will highlight the branded components of Client Point to assist with the completion of the Client Point Set Up guide.

The Client Point Best Practices Guide and Set Up Guide are available on the Extranet.

There's no charge for this session.

WMS Client Management Portal
1/26/12, 5/3/12, and 6/12/12

This class is an introduction to the Client Management Portal. The portal serves as the main launch page on the manager's desktop, providing answers and information using one-click actions. The portal is designed for the manager to get at account-specific information and take actions for an account. It also includes direct daily account management activities.

Who should attend: Administrative and Investment staff.

WMS Compliance Tools
1/18/12

Learn about all the compliance tools available to you in TrustDesk.

WMS Enhancement Review
4/25/12 at 1 P.M.
4/26/12 at 9 A.M. and 1 P.M.

This class will increase your awareness and understanding of new functionality added to TrustDesk in April, 2012. We will review each enhancement described in TrustTalk Detail and identify the benefits to you and your team in terms of increased productivity.

We recommend that you review the description of each enhancement in the most recent TrustTalk Detail. Project details (functional definitions) are located on the Extranet.

Topics are addressed by department focus: All departments followed by Back Office, Front Office, Investment Management, Tax, ARS, and PCM.

There's no charge for this session.

WMS Extranet and LMS

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
6/21/12

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. The Fee Operations Portal also provides simplified tracking and monitoring of fee exceptions.

Who should attend: Fee managers.

WMS Fee Processing I
6/14/12

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
7/11/12

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
6/28/12

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

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

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

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
2/16/12

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.

WMS MyTrustDesk for Executives
6/19/12

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
3/22/12

This class focuses on the following:

- Best Practices for Client Management, Executive, and Fee Portals
- Institutional-Level Options
- Customization available portal features
- Account Level Fields that impact reporting
- User Access

This class is geared toward operations staff.

WMS Portfolio Online
1/19/12

Portfolio Online provides your clients real-time access to their account information. Learn how Portfolio Online can benefit your organization. This product is separate from Client Point.

Who should attend: Client using Portfolio Online.

WMS Preseason Proxy Update
2/3/12 10 A.M and 2 P.M.

FIS and Broadridge are co-hosting two sessions to prepare you for the proxy season. This will include TrustDesk coding procedures for proxy processing.

There's no charge for this session.

Prerequisite: Broadridge clients.

WMS Report Writer I
2/8/12 and 5/7/12

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: This class is designed for personnel with access to 3270.

WMS Report Writer II
2/23/12 and 5/23/12

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: This class is designed for personnel with access to 3270.

Prerequisite: WMS Report Writer I or similar experience.

WMS Report Writer III
3/15/12 and 6/7/12

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

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

Who should attend: This class is designed for personnel with access to 3270.

Prerequisite: WMS Report Writer II.

WMS Retirement Management Distribution System (RDMS) I
4/18/12

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
5/10/12

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

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 RMD and RDMS for IRAs
1/25/12

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 and RDMS
- Making IRA Distributions using RDMS
- RDMS History
- 1099-R Processing
- Substitute Form 5498 (PTR222) Processing

Who should attend: Operations and administration staff.

WMS Securities Management I
2/9/12 and 5/8/12

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
5/24/12

This class will review Securities Management in TrustDesk.

Class Topics:
- Review Security History
- Market Capitalization and Investment Style
- Accrual Exception Management
- Income Processing
- Reorg Processing
- Proxy Processing

Who should attend: Operations staff.

Prerequisite: WMS Securities Management I.

WMS Security Activity (PacketBuilder)
3/27/12

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
6/20/12

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 and Account Presentation
6/5/12

Learn how to request client statements in TrustDesk and other administrative reports. Create professional client presentation packages. View statements and performance in TrustDesk.

Who should attend: Administrative staff.

WMS TrustDesk Administrative Securities/Trading and ANDI
5/22/12

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
3/8/12

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
2/22/12

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
2/15/12 and 6/13/12

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 Manage Account Information
4/10/12

This class utilizes both the Client Management Portal and other tools on the TrustDesk launch screen to provide administrative and investment information. This includes a variety of holding views (trade date vs. settlement date), cash forecasting, account allocation analysis and fixed income analysis by individual or combined account views. Also included are daily account management activities.

Who should attend: Administrative and investment staff.

WMS TrustDesk Name/Address, Recipients, and Alerts/Call Tracking
3/6/12

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
2/7/12 and 6/26/12

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
6/6/12

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:

01/18/12	Compliance Tools
01/19/12	Portfolio Online
01/24/12	Client Point Demonstration 10 A.M.
01/24/12	Client Point Branding Overview 3 P.M.
01/25/12	RMD and RDMS for IRAs
01/26/12	Client Management Portal
02/03/12	Preseason Proxy with Broadridge 10 A.M.
02/03/12	Preseason Proxy with Broadridge 2 P.M.
02/07/12	TrustDesk Open/Close an Account
02/08/12	Report Writer I
02/09/12	Securities Management II
02/14/12	Client Point Demonstration
02/14/12	Client Point Branding Overview 3 p.m.
02/15/12	TrustDesk Information Downloads
02/16/12	Management Reporting Tools/Goal Tracking
02/21/12	Amortization and Accretion
02/22/12	TrustDesk Cash Receipts and Transfers
02/23/12	Report Writer II
03/06/12	TrustDesk Name/Address, Recipients, and Alerts/Call Tracking
03/08/12	TrustDesk Cash Disbursement Transactions
03/13/12	Account Template and Categories/Activities Set Up
03/15/12	Report Writer III
03/21/12	Client Point Demonstration
03/21/12	Client Point Branding Overview 3 p.m.
03/22/12	Portal Best Practices and Set Up Options
03/27/12	Security Activity (PacketBuilder)
04/03/12	Client Point Demonstration
04/05/12	ARS Question/Rule Management
04/10/12	TrustDesk Manage Account Information
04/18/12	Retirement Distribution Management System (RDMS) I
04/25/12	Enhancement Review
04/26/12	Enhancement Review 9 A.M.
04/26/12	Enhancement Review
04/30/12	Client Point Demonstration 10 A.M.
04/30/12	Client Point Branding Overview 3 P.M
05/03/12	Client Management Portal
05/07/12	Report Writer I
05/08/12	Securities Management I
05/09/12	Annual Review Suite
05/10/12	Retirement Distribution Management System (RDMS) II
05/14/12	Client Point Demonstration
05/22/12	TrustDesk Administrative Securities/Trading and ANDI
05/23/12	Report Writer II
05/24/12	Securities Management II
06/05/12	TrustDesk Administrative Report Ordering and Account Presentation
06/06/12	User Entitlement
06/07/12	Client Point Demonstration 10 A.M.
06/07/12	Report Writer III
06/12/12	Client Management Portal
06/13/12	TrustDesk Information Downloads
06/14/12	Fee Processing I
06/19/12	MyTrustDesk for Executives
06/20/12	Statement Customization
06/21/12	Fee Operations Portal
06/26/12	TrustDesk Open/Close an Account
06/28/12	Fee Receivables
07/11/12	Fee Processing 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) **https://training.fisglobal.com**, e-mail Wealth Management Solutions training: wms.training@fisglogal.com, or call 1-866-275-6868, options 5-3-2.