

EDUCATION SERVICES



# 3E eLEARNING VIDEOS



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Prices quoted for all **individual** and **bundled** videos is per user.

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## 3E LEVEL 1 – TOTAL OF 68 VIDEOS

### 3E Invoice Management – Invoices - (3 videos)

#### Course Description

The courses in this group will illustrate the ability to reverse bill and create a full credit note.

Target Audience	Video Bundle	Duration
Accounts Receivable Clerk	3E Full Credit Note	03:48 min
	3E Partial Credit Note	04:49 min
	3E Bill Reversal	05:12 min

### 3E Invoice Management – Master Files - (5 videos)

#### Course Description

The courses in this group will demonstrate how to create and maintain Entities, Timekeepers, Clients, Matters and Payors. It also provides an overview of the Invoice Management module.

Target Audience	Video Bundle	Duration
Billing Clerk Billing Coordinator Conflicts Clerk	3E Invoice Management Overview	18:44 min
	3E Entity	05:27 min
	3E Matter Maintenance	13:23 min
	3E Timekeeper Maintenance	09:59 min
	3E Client Maintenance	12:50 min

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## 3E Invoice Management – Record Time, Cost & Charges - (9 videos)

### Course Description

The courses in this group will illustrate how to add, modify, track and post time for the purposes of billing using the Elite 3E Billing system or the Elite 3E Time Capture system.

Target Audience	Video Bundle	Duration
Billing Clerk Billing Coordinator	3E Time Entry	06:32 min
	3E Post Time	03:24 min
	3E Time Modify	05:59 min
	3E Cost Entry	07:11 min
	3E Post Cost Entry	03:44 min
	3E Cost Modify	03:27 min
	3E Charge Entry	05:30 min
	3E Post Charge	05:09 min
	3E Charge Modify	03:32 min

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## 3E Invoice Management – Proforma Generation & Edit - (17 videos)

### Course Description

The courses in this group will illustrate the steps necessary for generating and editing proformas.

Target Audience	Video Bundle	Duration
Billing Clerk Billing Coordinator Conflicts Clerk	3E Proforma Overview	14:30 min
	3E Proforma Generation	09:15 min
	3E Proforma Edit – Master Form	07:10 min
	3E Proforma Edit – Transfer	07:39 min
	3E Proforma Edit – Totals Form	06:44 min
	3E Proforma Edit – Exclude Entries	07:45 min
	3E Proforma Edit – Include Entries	04:41 min
	3E Proforma Edit – Divide	06:12 min
	3E Proforma Edit – Combine	06:42 min
	3E Proforma Edit – Reload	04:22 min
	3E Proforma Edit – Group Edit	05:22 min
	3E Proforma Edit – Add Entries	05:16 min
	3E Proforma Edit – Apply Adjustments	06:32 min
	3E Proforma Edit – Apply Unallocated	05:35 min
	3E Proforma Edit – Apply Trust Balances	05:22 min
	3E Proforma Edit – Bill Generation	07:28 min
	3E Proforma Run Scheduler	05:24 min

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### 3E Invoice Management – Receipts - (3 videos)

#### Course Description

The courses in this group will illustrate the steps necessary to apply a payment to an invoice or to record a check received from an AP vendor refund.

Target Audience	Video Bundle	Duration
Accounts Receivable Clerk	3E Receipts Overview	06:45 min
	3E Apply Cash Receipts to Invoices	05:48 min
	3E Reverse Receipts	04:40 min

### 3E Accounts Payable – Vendor/Payee - (3 videos)

#### Course Description

This group will provide an overview of the Accounts Payable module as well as demonstrate how to create and maintain the Master files.

Target Audience	Video Bundle	Duration
Accounts Payable Clerk Accounts Payable Manager	3E Accounts Payable Overview	08:49 min
	3E Vendor Maintenance	04:22 min
	3E Payee Maintenance	04:12 min

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### 3E Accounts Payable – Voucher Maintenance - (7 videos)

#### Course Description

This group illustrates the different possible variations for entering vouchers in 3E.

Target Audience	Video Bundle	Duration
Accounts Payable Clerk Accounts Payable Manager	3E Accounts Payable Overview	08:49 min
	3E Voucher Maintenance	04:42 min
	3E Vouchers – Client Cost Entry	03:54 min
	3E Voucher Modify	03:19 min
	3E Recurring Vouchers	04:07 min
	3E Reverse Voucher	03:33 min
	3E Edit a Paid Voucher	04:15 min

### 3E Accounts Payable – Payment Processing - (7 videos)

#### Course Description

This group illustrates the recommended steps for selecting payment run parameters, selecting vouchers for payment, editing proposed payments and finally generating electronic as well as paper payments (checks) in 3E

Target Audience	Video Bundle	Duration
Accounts Payable Clerk Accounts Payable Manager	3E Payment Selection Generation	04:59 min
	3E Payment Selection Edit	04:54 min
	3E Process Payments	04:27 min
	3E Direct Check	04:14 min
	3E Direct Check – Client Refund	04:54 min
	3E Link a Direct Check to a Voucher	03:30 min

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### 3E General Ledger – Setups - (5 videos)

#### Course Description

This group identifies the steps needed to create the GL Segments. It also provides an Overview of the General Ledger module.

Target Audience	Video Bundle	Duration
Accountant/Controller	3E General Ledger Overview	11:43 min
	3E GL Segment Control	05:03 min
	3E GL Unit	04:42 min
	3E GL Natural	05:55 min
	3E GL Account	04:23 min

### 3E General Ledger – Transactions - (2 videos)

#### Course Description

This group illustrates the steps necessary to create the various journal entries available through the General Journal process.

Target Audience	Video Bundle	Duration
Accountant/Controller	3E Simple General Journal Entry	04:33 min
	3E Recurring Journal	04:28 min

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## 3E LEVEL 2 – TOTAL OF 19 VIDEOS

### 3E Invoice Management – Advanced Proforma Edit - (3 videos)

#### Course Description

The courses in this group will illustrate the various advanced editing steps in proforma edit.

Target Audience	Video Bundle	Duration
Billing Coordinator Billing Clerk Conflicts Clerk	3E BOA Charge Type Setup and Entry	04:41 Min
	3E Delayed Matter Splits	04:08 min
	3E Reverse Matter Split	03:56 min

### 3E Invoice Management – Trust - (9 videos)

#### Course Description

The courses in this group will guide the learner through the various Trust modules in 3E.

Target Audience	Video Bundle	Duration
Trust Clerk Trust Manager	3E Trust Receipts	04:18 min
	3E Trust Disbursements	05:51 min
	3E Trust Checks	04:04 min
	3E Trust Reversal	04:26 min
	3E Trust Transfers	04:52 min
	3E Trust Adjustments	04:42 min

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### 3E Invoice Management – Time Capture - (3 videos)

#### Course Description

This group of courses provides the learner with enhanced time entry methods along with timer functionality

Target Audience	Video Bundle	Duration
Timekeepers	3E Navigating the Time Capture Grid View	05:22 min
	3E Navigating the Time Capture Calendar	05:03 min
	3E Time Capture Record Time	06:48 min

### 3E General Ledger – Setups - (2 videos)

#### Course Description

The courses in this group will illustrate the steps necessary to setup and maintain your firms.

Target Audience	Video Bundle	Duration
Accountant/Controller	3E GL Books	04:12 min
	3E GL Type and Access	05:28 min

### 3E General Ledger – Transactions - (2 videos)

#### Course Description

This group of courses will guide the learner to the more advanced Journal Entry transactions.

Target Audience	Video Bundle	Duration
Firm Accountant	3E Intercurrency Journal Entry	06:01 min
	3E Multicurrency Journal Entry	05:19 min

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## PRICING STRUCTURE

### Individual Videos – Non-Bundles

Number of Courses	Pricing	Subscription Term
1	\$15.99	21 Days Per User/Login
2	\$25.99	21 Days Per User/Login
3	\$29.99	21 Days Per User/Login
4	\$39.99	21 Days Per User/Login
5	\$49.99	21 Days Per User/Login
6	\$59.99	21 Days Per User/Login
7	\$69.99	21 Days Per User/Login
8	\$79.99	21 Days Per User/Login
9	\$89.99	21 Days Per User/Login
10	\$99.99	21 Days Per User/Login
11	\$109.99	21 Days Per User/Login
12-15	\$119.99	21 Days Per User/Login
16-26	\$129.99	21 Days Per User/Login
27-37	\$139.99	21 Days Per User/Login
Full Suite (87)	\$169.99	21 Days Per User/Login

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## Individual Videos – Bundles – Level 1

The 3E Fast Track Level 1 Annual Subscription model provides the user access to the full 3E Level 1 series of courses for a period of 1 year/365 days from the date of purchase. The level 1 training series provides an overview of 3E core module (Invoice Management, Accounts Payable, and the General Ledger) function supplemented by a series of recordings detailing the basic transactions or processes available within each area. This bundle is made up of 68 courses that can be viewed as often as necessary by named user for training and continuing education or reference throughout the subscription period.

Cost Per License	Number of Licenses	Subscription Term
\$500.00	1 to 5 Licenses	365 Days
\$475.00	6 to 10 Licenses	365 Days
\$451.25	11 to 20 Licenses	365 Days
\$428.69	21 to 40 Licenses	365 Days
\$407.25	42 or More Licenses	365 Days

## Individual Videos – Bundles – Level 1 & 2

This bundle provides the user access to the full 3E Fast Track Level 1 and 3E Fast Track Advanced Level 2 series of courses for a period of 1 year/365 days from the date of purchase. This series of courses for level 1 training series provides an overview of 3E core module (Invoice Management, Accounts Payable, and the General Ledger) function supplemented by a series of recordings detailing the basic transactions or processes available within each area. Level 2 is made up of 19 courses that can be viewed as often as necessary by named user for training and continuing education or reference throughout the subscription period.

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