2022 Annual Conference Agenda

OPTIMIZE DATA ENTRY

MANAGE HUMAN RESOURCES

DEFINE PAYROLL PROCESSING

- Advantage of Use
- Menu Option Overview
- State Reporting Fields-Color Code

- Who Options
- Quick Entry
- Retain Value Options
- Fields to Consider

- Define Timing Codes
- Evaluate Pre-Compute Reports

EXPAND REPORTING CONTROL

Building on the Basics

- Financial System Setup
- Payroll and Human Resources

Active and Inactive Account Selection

Exporting to Excel

Quick Reports

- Build Report Groups
- Report Type
- Report Format
- Export to Excel
- Design Options
    - o Select Report Columns
    - o Select Subtotals
    - o Active and Inactive Account Selections