

2021 Joint Annual Conference Agenda

Revised 8/24/2021

Day One

FINANCE: 9am to 10:15

- Look & Browse
 - Accounts, Vendors & Customers
 - Searching Data
 - Exporting Data into Excel
 - Cash Display Information
- Inactivating Accounts and Impact on Financial Reports
- Batch Numbers
- Vendor Direct Deposits
- State Codes (Fund, Function, Object)
- Ledger Interface

ADMINISTRATIVE UTILITIES: 10:30 to 11:15

- Security – Application Access
 - Setting up Auditor Permissions
- Security – Request and Approve
 - Setting up Approvers
- Security – Data Access Control
 - Setting up data restrictions

PURCHASING: 11:15 to 12:00

- Purchas Order Processing
 - Order for Master – Add a New Vendor
 - Entering vendor e-mail addresses
 - How to Create a Requisition
 - How to Authorize a Requisition
 - How to Print a Purchase Order
 - Make Purchas Orders Permanent
 - Sending the Purchase Order by email
 - Record Received Merchandise
 - Invoice Entry with a Purchase Order
 - Accounts Payable screen overview related to Purchasing

HUMAN RESOURCES: 12:30 TO 1:15

- Setting up a new employee
- Creating Template employees to assist with new hire setups or attendance entry

PAYROLL: 1:15 to 1:45

- Benefit Distribution
- Assigning Overrides
- Retro Pay
- Customizable Reports
 - How to use payroll custom reports area
 - How to create payroll custom reports
 - Preset reports

REPORTS: 2:00 to 3:00

- General Accounting Reports
 - Report Creation
 - Report Type
 - Active and Inactive Account Selection
 - Exporting to Excel
- Financial Reports
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 - Report Type
 - Active and Inactive Account Selection
 - Exporting to Excel