

2021 Master Class Agenda

November 18, 2021

HUMAN RESOURCES: 9:00 – 10:00

- Positions
 - Using Positions with and without Timeclock
- Time Clock Setup and Processing
- eTime Setup and Processing

PAYROLL: 10:15 – 12:00

- Employee Distribution Adjustment
 - Report to Verify Employee distribution Adjustments
- Deductions & Benefits
 - Using Override fields for Liabilities, Benefits and Vendors
- W2 Evaluation process in relation to the 941

ADMINISTRATIVE UTILITIES: 12:30 – 1:30

- Data View Definition
 - Creating Customized Views
 - Removing Fields from Views
- Security Application Access
 - Giving users access to reports
- Security Data Access Control
 - Giving users access to accounts and reports

FINANCE: 1:45 – 2:45

- Look & Browse
 - Cash Display Information
- Accounts Payable & Cash Receipts
 - Using all selections options for sorting and searching accounts
- Journal Types and Options

DID YOU KNOW? 2:45 – 3:00

- Customizing Menu Selections
- Show User Name on Report (Web Office Settings)
- Payroll Check for one person, Replacement Check makes a zero check on the employee check report and replaces with new check number
- Stipend Pay
- Combine Vendors
- Override Cash Setup