

# 2020 Masterclass

- Financial Month & Auditor Control Options
  - Changing Dates
  - Unlocking entries
  - Cash Control Options
- Accounts Receivable
- Human Resources
  - Contracts
    - Importance of setting up same Contract type code for Teachers, Admin, etc.
    - Setting up Contracts and why it helps you when you do a Payroll
  - Salary Schedule
    - Create Employee Contracts (show how to duplicate/copy from existing contracts)
- Budget Planning Assistant
- Master File (horizontal)
  - Invoice adjustment screen
  - Creation of Cash Receipt adjustment
  - Show what you can change and how you can tell what you can change
- 3<sup>rd</sup> Party Attendance and Time Processing
- Timing Codes
- Contract Type Codes
- Importing Data
  - Accounts Payable/Pcard Import
  - Cash Receipts
  - Time Cards
  - Ledger Transactions
- Payroll Processing
  - Gross Codes
  - Benefit Distribution Y/N
- Deduction & Benefits
- Gemini Reporting
- SDS Menu Options
  - Customizing Folders

*\*Please note this agenda is tentative. We may adjust the agenda slightly if new topics come up to teach or inform you of what's happening at the time of the Masterclass.*