



LGC's Resource 2017

Murfreesboro Embassy Suites

Class Descriptions

Electives

- **Accounting for Investments, Derivatives, and other Topics** – Investments and derivatives are a couple of special areas of governmental accounting needing study to understand the financial statements of governments. Various asset, liability, revenue, and expense items such as unrealized gains or losses, compensated absence accruals, landfill care costs, pollution remediation obligations, securities, and future revenue streams will be discussed. *This class qualifies for Continuing Education Units (CEU) needed for the Certified Municipal Financial Officer (CMFO) program (1 hr.) Seating is limited to the first 100 who pre-register. You must pre-register to attend this class if you want the CEU's for the CMFO program. Any available seats after the pre-registered customers are inside will be open to anyone.*

- **Accounting for Payroll, Benefits, and Pensions** – This class is a discussion on how to account for payroll, pensions, and postemployment benefits other than pensions (OPEBs) by the local government employers. Included in the topics discussed will be how actuaries match cost of pensions to the time period an employee works for the government and funding disclosures for statement readers. *This class qualifies for Continuing Education Units (CEU) needed for the Certified Municipal Financial Officer (CMFO) program (1 hr.) Seating is limited to the first 100 who pre-register. You must pre-register to attend this class if you want the CEU's for the CMFO program. Any available seats after the pre-registered customers are inside will be open to anyone.*

- **Audit Issues Roundtable** – An open session chaired by CTAS staffers taking a look at audit findings after the CTAS Internal Controls training.

- **Basics of Governmental Financial Statements** – Understanding the principles of governmental accounting provides the means for interpreting the concepts of governmental accounting and financial reporting. Generally, accepted accounting principles (GAAP) provide the mandatory accounting rules and explanations for financial reporting. Accounting principles concepts directs governmental accounting and financial reporting. The Governmental Accounting Standards Board (GASB) officially provides methods for the financial position and the results of operation presentation of government-wide and fund financial statements. *This class qualifies for Continuing Education Units (CEU) needed for the Certified Municipal Financial Officer (CMFO) program (1 hr.) Seating is limited to the first 100 who pre-register. You must pre-register to attend this class if*



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you want the CEU's for the CMFO program. Any available seats after the pre-registered customers are inside will be open to anyone.

- **Capital Assets** – This session addresses the recording of capital assets in the financial statements, valuing capital assets, capitalized interest and other costs, depreciation, capital leases and intangible assets. *This class qualifies for Continuing Education Units (CEU) needed for the Certified Municipal Financial Officer (CMFO) program (1 hr.) Seating is limited to the first 100 who pre-register. You must pre-register to attend this class if you want the CEU's for the CMFO program. Any available seats after the pre-registered customers are inside will be open to anyone.*

- **Governmental Budgeting** – This session addresses the budget cycle and the economic, political, and legal influences that affect the budget process. We will also discuss the different formats/types of budgets, the role of the unassigned fund balance, and the Tennessee specific regulations on the government budget. (This is not a class on the software process of budgeting). *This class qualifies for Continuing Education Units (CEU) needed for the Certified Municipal Financial Officer (CMFO) program (1 hr.) Seating is limited to the first 100 who pre-register. You must pre-register to attend this class if you want the CEU's for the CMFO program. Any available seats after the pre-registered customers are inside will be open to anyone.*

- **Importance of Security Awareness** – This session is hosted by a representative from Tennessee Division of State Audit and will discuss the importance of keeping your computer environment secure and properly training employees on security matters. Other helpful tips will also be provided. *This class qualifies for Continuing Education Units (CEU) needed for the Certified Municipal Financial Officer (CMFO) program (1 hr.) Seating is limited to the first 100 who pre-register. You must pre-register to attend this class if you want the CEU's for the CMFO program. Any available seats after the pre-registered customers are inside will be open to anyone.*

- **LGC Backups** – The key to protecting your LGC accounting system data is a good backup. Learn the ways LGC helps you accomplish this.

- **PCS Demo** – The PCS food service demo session will provide an overview of the PCS software and its functionality. This session will offer great information for anyone looking for a food service solution for their district or as a general refresher for current PCS



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customers. We will cover PCS software components, hardware components, Daily Routine (meal services), and Reports.

- **Recognizing Hoaxes** – This session will present simple concepts to reduce your odds of falling victim to a scam or hoax.

- **RetireReadyTN 101: Essentials for TCRS Local Government Employers** – This class is hosted by representatives from the State of Tennessee TCRS division. Learn about the major components of the State of Tennessee Retirement plan including the new (hybrid) plan and the State of TN Deferred compensation plan, as well as resource information for both Employers and retirement plan members. Information will also be provided regarding the submission of the TCRS Monthly Contribution report—common questions, fundamentals of reporting and the annual actuarial study. **NOTE: This session is designed for all offices except LEA's (Dept. of Ed.)** *This class qualifies for Continuing Education Units (CEU) needed for the Certified Municipal Financial Officer (CMFO) program (1 hr.) Seating is limited to the first 100 who pre-register. You must pre-register to attend this class if you want the CEU's for the CMFO program. Any available seats after the pre-registered customers are inside will be open to anyone.*

- **RetireReadyTN LEA 101: Essentials for Local Education Agencies** – This class is hosted by representatives from the State of Tennessee TCRS division. Learn about the major components of the State of Tennessee Retirement Plan for Teachers, including the defined benefit formula and deferred compensation participation for both closed plan (legacy) and current plan (hybrid) members, as well as resource information for both LEAs and retirement plan members. Information will also be provided regarding the submission of the TCRS Monthly Contribution report –common questions, fundamentals of reporting and what to expect at your Employer Reporting GASB data review. **NOTE: This session is for LEA's (Boards of Ed) only.**

- **Siesta Demo** – The Siesta demo session (geared toward LEA/BOE offices) will provide an overview of the siesta software and its functionality. We will cover the Job Application, Staff Manager, Time Keeper, Staff Attendance, and Reports in detail and have a broad presentation of School Zones, General Inventory, and Text Book Inventory. This session will offer great information for anyone looking for an HR solution for their district or as a general refresher for current Siesta customers.



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- **System Security** – What Can I Do About Office Security -- Individual self-checks that can improve the overall security profile of your office.



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Flexgen

- **Flexgen Business License** – This session will cover state import/export process guidelines and best practices including detail on daily importing/exporting of files, editing process, correcting error files, duplicate accounts, registration and issuance of license for both standard and minimal activity licenses, status change of a license, reports, & record keeping.
- **Flexgen Budgeting Process for Cities and Counties** – In this session, we will take a look at using the Flexgen budgeting module to prepare your budget for the coming fiscal year. In addition to using the budget worksheets, we will discuss other methods of entering your budget into the system through budget transactions, budget amendments, and file imports. We will look at the budget reports available in the system.
- **Flexgen Fiscal Year End for Cities & Counties** – This session will provide an overview of the Fiscal Year-End process for cities, counties & utilities. The presentation will focus on the major steps of preparation for closing a year, including balance sheet and expenditure evaluation, PO closing, budget analysis, and basic GASB54 procedures.
- **Flexgen Payroll ACA Prep for 2017 Calendar Year Reporting** – This session will help you prepare for the 2017 Calendar Year Reporting requirements under the Affordable Care Act (ACA) by highlighting the basic steps of entering information in the software and why it is important to do this monthly. The session will also include some of the most common errors encountered when reporting to the IRS.
- **Flexgen Trustee Fiscal Year End** – This session will cover the basics of month end and year end closing processes. We will cover general ledger report balancing.
- **Flexgen Trustee Reconciling Day End Process** – This session will cover Batch Payment Options, Refunds and Assessment Changes, No New Money, and Day End Balancing.
- **Flexgen Trustee Misc. Topics** – This session will cover numerous topics including Warrants, Checks, Positive Pay, Bankruptcy, ACV Reconciling and Tax Aggregate Balancing.
- **Flexgen Trustee Q&A Forum** – An open session chaired by LGC staff taking questions, suggestions and a general discussion of Flexgen Trustee software. Use this time to get



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answers to ongoing questions, make suggestions of future enhancements or software features.

NextGen

- **NextGen Accounts Payable Demo** – A demonstration of our new NextGen Accounts Payable (AP) software. Highlighting key features such as ease of use, multiple screens allowed open at once, detailed inquiries with drill down capabilities and more.
- **NextGen Accounts Payable 1099 Processing & Reporting** – This session will be an overview of the 1099 process within the NextGen AP software. We will also be discussing the Internal Revenue changes and requirements for businesses as they report their 1099 tax forms for 2016.
- **NextGen Accounts Payable New Features** – This session is a discussion of new features added to NextGen Accounts Payable module including credit memos and consolidated checking.
- **NextGen Accounts Payable Purchase Orders, Invoices & Payments** – In this NextGen AP session we will discuss entering, searching and maintaining purchase orders, invoices and the payment process.
- **NextGen Accounts Payable Reporting** – This session will be a great way to enhance your knowledge of numerous AP reports. We'll be highlighting some of the most frequently utilized existing reports within AP. We will discuss reports including: Vendor Lists, Purchase Orders, Invoices, Aged Accounts Payable and Accounts Payable Balancing. We will also cover search criteria and methodology to help with information retrieval.
- **NextGen Activity Fund Accounting System (AFAS) Demo** – Activity Fund Accounting System (AFAS) is designed to allow local school bookkeepers to automate their student activity and other internal school accounting functions. This session will showcase NextGen AFAS software with updated layouts, processes, and the transition to a cloud based system where access can be gained from any device with internet connectivity. This session will cover a full overview of the product and answer any questions about the conversion and installation process.
- **NextGen Backpack Demo** – This session will show the roadmap LGC is using to develop and roll out our newest human resources (HR) modules including time & attendance



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integration, employee web portal access to pay stubs, W2's, deductions and other HR elements.

- **NextGen and DataViewer exports to Excel** – This session will explore the capability to export files from NextGen Financial Management, Accounts Payable, Payroll and DataViewer reports to Excel. We will demonstrate exporting and uploading annual reports to ePlan.
- **NextGen Document Management** (Free) – A demonstration of our NextGen Document Management software offered at no additional cost within all NextGen modules. Capturing images to be stored within AP, Payroll, Utility Billing and Property Tax records.
- **NextGen Document Management** (Enhanced) – A demonstration of our new NextGen Document Management software. Capturing images to be stored within AP, Payroll, Utility Billing and Property Tax records. Highlighting key features such as ease of use, multiple screens allowed open at once, multiple folders and the advantages of the enhanced version of document management vs. the free version offered within all NextGen software.
- **NextGen Financial Management Bank Reconciliation** – This session covers the bank reconciliation process within NextGen Financial Management. It will include how to import/export bank statements, completing the bank reconciliation process, and common balancing issues.
- **NextGen Financial Management Budgeting Process** – This is an overview on preparing for and posting your budget through the Enhanced Budgeting module within the NextGen Software. Complete with creating budget worksheets and calculating figures within the worksheet, as well as importing and exporting information to and from NextGen.
- **NextGen Financial Management Fiscal Year End** – An overview of the steps used in closing the fiscal year end with the NextGen Financial Management Software. Complete with how to check the closing accounts prior to closing, as well as checking the balance sheet after closing to ensure your funds have rolled to the new fiscal year as expected.
- **NextGen Financial Management Reports** – Learn the various reporting features in the NextGen Financial Management module. Also explore how to customize reports and save those customizations as Templates for future use along with Report Packages.



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- **NextGen Financial Management Transactions** – This session will cover transactions and the difference between using a batch and posting immediately to the General Ledger along with benefits of both options. We will also cover account inquiry and how to utilize the transaction search feature and filter/sort options to retrieve needed information without running a report.
- **NextGen Payroll Employee Master** – We will explore Employee Master Maintenance with detailed instructions on adding and maintaining employees within the new NextGen Payroll software. We will also take an in-depth look at the options available from within the employee record.
- **NextGen Payroll Demo** – This class will provide a general overview of the NextGen payroll software. It will cover the main features and benefits available in the new system. Come take a look at the enhancements we've added and see what's in store for you when you decide to upgrade.
- **NextGen Payroll Process** – We will discuss items involved in preparing for and processing payroll in NextGen. Looking at the Timesheet Process and the benefits of the timesheet option, how to create an individual timesheet, the Payment Process and how to process payrolls in NextGen. Other items to be covered are Payment Batches, Payroll Payment Reports, and Employee Maintenance during the Payroll Process.
- **NextGen Payroll Reports** – An overview of the reports available within the new NextGen Payroll software. Detailed instructions on the various ways reports can be run, as well as the options for printing and exporting these reports to Excel & PDF.
- **NextGen Payroll Period End** – An overview of the various period end processes available within the new NextGen Payroll software. Including monthly reporting for state retirement, quarterly reporting for employment security and 941's, as well as an overview of the year end processes for W2, resetting of leaves and deductions.
- **NextGen Point of Sale Demo** – A demonstration of our new NextGen Point of Sale (POS) software for cities and any office receipting multiple receipt types. We will look at receipting Utility Billing, Property Tax/Trustee and Miscellaneous Receipting all from a single POS module. We will also look at end of day processes and reporting.
- **NextGen Trustee Demo** – This session will show an overview of the NextGen Trustee system. We will cover Property Tax Inquiry and the options that can be selected from the



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tax record such as the Assessment Change Process. We will also look at the Receipting Process and the various payment options that you have available in NextGen.

- **NextGen Trustee Fiscal Year End** – This session will cover preparing for fiscal year end closing, creating the new fiscal year and the closing steps.
- **NextGen Trustee GL Accounting** – This session will cover NextGen Financial Management for Trustee Offices. We will look at GL accounts, Transactions, Bank Reconciliation, and Reports.
- **NextGen Trustee New Features** – This session will cover some of the newer features that have been added to the NextGen Trustee system. We will look at the Document Management Interface and how it is integrated with the trustee system. In addition, we will review how the NextGen AP system works with the NextGen Trustee and spend time looking at the Taxpayer option which allows you to retain information about your tax customers that can be used for email, ACH, or even Pre-payments.
- **NextGen Trustee Receipting** – This session will cover NextGen Miscellaneous and Property Tax Receipting, Receipting Methods, Corrections, Assessment Changes, Refunds, Tax Relief, and ADA Adjustments.
- **NextGen Trustee Reporting** – We will review NextGen Trustee reports and how to run them. We will cover which reports are best suited for various needs and how to properly run those reports. Additionally, we will look at the benefits of creating and using Report Templates and Report Packages.
- **NextGen Utility Billing Demo** – A demonstration of our new NextGen Utility Billing software. Highlighting key features such as ease of use, multiple screens allowed open at once, detailed inquiries with drill down capabilities and more. We will look at account inquiry, transactions and reading and billing processes.
- **NextGen Utility Billing Maintenance & Reports** – This session will cover NextGen Utility Billing customer maintenance and reports. We will cover the proper and most efficient way to maintain customer accounts, turn on/off customer accounts, and review reports in Utility Billing.
- **NextGen Utility Billing Process** – A start-to-finish overview of the billing process in NextGen Utility Billing. Whether you are thinking about switching to handheld/radio readers, looking into offering auto-draft payments but not sure what this would add to your



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work load, looking for more accessibility to historical reports, or if you are just needing a review of the process, this session will cover it.



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Zortec

- **Zortec Business License General Info** – In this session we will cover issuing Business License for Minimal and Standard Businesses, printing Minimal Activity Notices, and changing the status of an account to Standard from Minimal and vice versa.
- **Zortec Business License Import/Export** – We will cover the process of importing/exporting data, how to update accounts on error reports and resubmitting information to the state, update duplicated files, and deleting 999000000 accounts after importing.
- **Zortec Data Replication** – Easily replicate your Z database into a SQL database. Your data can then be used by other ODBC compliant software like MS SQL, Access, Excel, Word or other report writer applications like Crystal Reports. You can share your data with other departments or entities like your engineering or GIS mapping systems. You can easily create CSV data files for providing data to third parties outside your organization. During the presentation, data extracts and import to SQL database will be demonstrated as well as using simple queries in MS SQL, using Excel to create custom reports, as well as creating a CSV file from accounts payable and payroll master data.
- **Zortec General Ledger Budgeting** – This session will cover the commonly used features of the Zortec Budgeting module. Topics of discussion will be manual budget projections, automatic budget projections, budget worksheets, export to comma delimited file and import from comma delimited file.
- **Zortec General Ledger Fiscal Year-End** – We will look at the processes required as part of Zortec General Ledger Fiscal Year End and the timing of each step. We will review reporting options, along with steps that should be performed in various other Z applications to start off the new fiscal year.
- **Zortec GL/AP/ Fixed Assets Q&A Forum** – An open session chaired by Local Government staffers taking questions, suggestions and a general discussion of Zortec General Ledger, Accounts Payable and Fixed Assets systems. Use this time to get answers to ongoing questions, make suggestions of future enhancements or software features.
- **Zortec Payroll ACA** – This session will cover the ACA module in preparation for 2017 reporting. We will discuss the monthly and annual rolling process, importing of employees, reports and new options that have been added to help maintain employee records.



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- **Zortec Payroll Personnel/HR Q&A** – An open session chaired by Local Government staffers taking questions, suggestions and a general discussion of Zortec payroll and personnel items. Use this time to get answers to ongoing questions, make suggestions of future enhancements or software features.
- **Zortec Payroll Common Issues & New Features** – This session will cover some of the common questions and issues we receive in software support help desk, and how to resolve those issues. An overview of new payroll features will also be discussed.
- **Zortec Property Tax** – We will discuss receipting individual payments and mortgage payments, reporting, issuing tax relief and how to handle delinquent accounts.
- **Zortec User Defined Reporting** – This session will show you how to use the fields in the system to create user defined reports. We will cover sorting, page breaks, sub-totaling and filtering the data with example reports. Printing and converting reports to PDF, Word and Excel will also be covered.
- **Zortec Utility Billing – Common Issues** – This session will cover using INI files to get the information you need and the ability to update the information in the UB system. We will also look at what to do when the online data is not updating for online payments and discuss night process and the importance of running it.
- **Zortec Utility Billing/Business Tax Q&A Forum** – An open session chaired by Local Government staffers taking questions, suggestions and a general discussion of Zortec Utility Billing & Business Tax Software. Bring your questions or topics you wish to discuss on Z UB and Z BL.