

# LGC's Resource 2018

## Murfreesboro Embassy Suites

### Class Descriptions

- **Elective - Backpack Education, Training & Professional Development** – This session will review Education & Training and Professional Development features of Backpack. With Education & Training you can track required training and development. You will have the ability to build custom courses or choose from over 100 free courses. You will see how to track professional development by uploading certificates and records for review and approval.
- **Elective - Credit Card Payments** - Come for a discussion of what you need to begin taking credit card payments in your office, including PCI DSS requirements you should know before endeavoring to start this process. *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.*
- **Elective - Excel I, Exporting NextGen Reports to Excel** - This session covers the export process in NextGen. Course will illustrate the export process, as well as basic formatting/editing skills utilized in converting NextGen data to Excel. *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.*
- **Elective - Excel II, Beyond the Basics** – This session will cover tables, pivot tables, vlookup, sumif, nested if's, array formulas and other useful excel formulas and tips. *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.*
- **Elective - 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.*
- **Elective – Importance of Backups** – See new tools to streamline your backup process and other updated software options. *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-*

# LGC's Resource 2018

## Murfreesboro Embassy Suites

### Class Descriptions

*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.*

- **Elective - Introduction to Accounting** - This is a basic accounting class where we will cover how to understand balance sheets and the accounts that are used. Recognizing all account types and how debit & credit entries affect their balances. *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.*
- **Elective - 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 customers. We will cover PCS software components, hardware components, Daily Routine (meal services), and Reports.
- **Elective - 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.
- **Elective – System Security** - What is your data worth? \$1,000, \$5,000, \$10,000? How every user holds the keys to the security of office and customer data. *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.*
- **Elective - Understanding GASB Statement Number 83** - This statement focuses on the financial reporting responsibilities of governmental entities for certain AROs. (Liability associated with tangible capital asset) The government is legally required to perform retirement actions for the tangible capital assets and recognize a liability as guided by this Statement. Issued November 2016. For reporting periods beginning after June 15, 2018. GASB encourages earlier application. *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's Resource 2018

## Murfreesboro Embassy Suites

### Class Descriptions

- **Elective - Understanding GASB Statement Number 86** - This statement improves the understanding of how to record in-substance defeasance of debt and prepaid insurance on extinguished debt. Guidance for consistent accounting transactions, financial reporting, and notes to the financial statements concerning cash and other monetary assets placed in a trust solely for extinguishing debt is the primary objective of this Statement. Issued May 2017. For reporting periods beginning after June 15, 2017. *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.*
- **Elective - Understanding GASB Statement Number 87** - Leases are defined as financing of the right to use an underlying asset. GASB requires the lessee to record a lease liability and an intangible right-to-use lease asset. The lessor is required to recognize a lease receivable and a deferred inflow of resources. This statement's objective improves the accounting and financial reporting for leases by the government for the financial statement user needs. Issued June 2017. For reporting periods beginning after December 15, 2019. GASB encourages earlier application. *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.*
- **Elective** – CTAS – TBA
- **Elective** – MTAS – TBA
- **Elective** – TCRS - TBA
- **Flexgen - Fiscal Year End for Cities & Counties** – This class 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 2018 Calendar Year Reporting** - This session will help you prepare for the 2018 Calendar Year Reporting requirements under the Affordable Care Act (ACA). The class will be 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.

# LGC's Resource 2018

## Murfreesboro Embassy Suites

### Class Descriptions

- **Flexgen - Trustee Fiscal Year End** - This session will cover the basics of month end and year end closing processes for Trustees. We will cover general ledger report balancing. We'll leave time at the end of the class to answer any questions that are on your mind.
- **Flexgen - Trustee Misc. Topics** – This Flexgen Trustee session will cover numerous topics including: Vendor Invoicing, Refunds, Positive Pay, and ACV Reconciling.
- **Flexgen - Trustee Reconciling Day End Process** – This Flexgen Trustee session will cover Batch Payment Options, Refunds and Assessment Changes, No New Money, and Day End Balancing.
- **Flexgen - Utility Billing Accounts Receivable Balancing** - This class is an overview of utility billing reports that are available to help you balance your general ledger totals to the accounts receivable totals.
- **Flexgen -Trustee Warrants to Checks** - This Flexgen Trustee session will cover the procedures for migrating from a warrant system to a checking system including: preparation, transitional period, and full implementation. Advantages and disadvantages of the checking system will also be discussed.
- **LG Building Permits Demo** – A demonstration of our LG Building Permits Software. Highlighting key features such as calculating permits, tracking inspections, issuing property violations 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 discuss the steps to be taken during the year to properly flag your vendors and invoices to receive a 1099. We will also go over how to correct vendors and invoices you may have missed indicating were 1099 amounts at the time of payment.
- **NextGen - Accounts Payable Demo** – A demonstration of our new NextGen Accounts Payable 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 Purchase Order Balancing** - In this session we will cover the process and flow of the Purchase Orders in your system. We will cover day to day flow plus the way Purchase Orders at Year-End.
- **NextGen - Accounts Payable Purchase Orders, Invoices & Payments** – In this NextGen AP session we will discuss entering, searching and maintaining purchase orders, invoices, credit memos and the payment process.

# LGC's Resource 2018

## Murfreesboro Embassy Suites

### Class Descriptions

- **NextGen - 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 is a walk through 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. It will cover a full overview of the product and answer any questions about the conversion and installation process.
- **NextGen - Backpack Demo** – The Backpack demo session will provide an overview of the Backpack dashboard and all Backpack applications. We will cover employee access via the employee portal as well as administrative access. The session will also provide information regarding how Backpack will integrate with NextGen Job Application, NextGen Sub-tracker, NextGen Payroll, and other NextGen products. This session will offer great information for anyone looking for a solution that integrates human resources, payroll, and benefits administration.
- **NextGen - City Property Tax Overview** - This session will be an overview of the NextGen Property Tax system. We will cover Property Tax Inquiry and the options that can be selected from the tax record such as the Assessment Change Process. We will also look at the Receipting Process and the various payment options that are available in NextGen.
- **NextGen - Document Management Demo Free & full (non-courts)** - A demonstration of the NextGen Document Management software. Capturing images to be stored within AP, Payroll, Utility Billing and Property Tax records offered within the free version. Highlighting key features such as ease of use, multiple screens allowed open at once, multiple folders and the advantages of the full version of document management.
- **NextGen - Document Management for Courts** – A demonstration showing how our NextGen Document Management software interfaces with the TnCIS software to scan, retrieve and maintain court related documents.
- **NextGen - Financial Management Bank Reconciliation** – This session covers the bank reconciliation process within NextGen Financial Management. Course 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

# LGC's Resource 2018

## Murfreesboro Embassy Suites

### Class Descriptions

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 Transactions & Account Inquiry** – This class will cover adding and posting transactions as well as creating transaction templates in NextGen. We will also discuss the GL account inquiry and how to run reports.
- **NextGen - Fixed Assets Demo** – This session will provide an overview of LGC's latest NextGen software package. It will cover the main features and benefits available in the new Fixed Assets system.
- **NextGen - Job Application & Sub Tracker Demo** - The NexGen Job Application and Sub Tracker Demo session will provide an overview of the new appearance, experience, and features included with the software. This overview will demonstrate both the administrative and public interfaces. If you are a school district in pursuit of an online applicant tracking tool and/or a method of securing substitute teachers and tracking sub hours, then this is the session for you!
- **NextGen - Payroll Deduction & Benefit Maintenance & Balancing to GL** – In this session, you will learn the difference between Deductions and Benefits, how they work together and separately. The session will cover maintenance of each type at an individual employee level and at a division/payroll level, where to make changes to GL Accounts and the Vendor each is tied to (if applicable), and how to balance your payroll totals with your General Ledger.
- **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.
- **NextGen - Payroll New Features** –We will review some of the new features in the NextGen Payroll software. This includes voiding and restarting a payroll batch process, as well as several new reports. We will also allow time for a question and answer session.
- **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 - Payroll Process & Misc Reports** – This session will discuss preparing for and processing payroll in NextGen. It will look at the Timesheet Process, 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. Also, to be covered will be an overview of the reports available within the new NextGen Payroll software. Detailed instructions

# LGC's Resource 2018

## Murfreesboro Embassy Suites

### Class Descriptions

on the various ways reports can be run, as well as the options for printing and exporting these reports to Excel & PDF.

- **NextGen - Point of Sale/Misc. Receipting Demo** - A demonstration of our new Point of Sale and Miscellaneous Receipting software. Highlighting key features such as ease of use, detailed inquiries with drill down capabilities and more.
- **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 tax record such as the Assessment Change Process. We will also look at the Receipting Process and the various payment options that are 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 Receipting** - This class will cover the different methods for Trustee receipting in NextGen. We will also cover how to correct a paid receipt, do an assessment change, and correct tax relief while receipting.
- **NextGen - Trustee Roundtable** - An open session chaired by Local Government staffers taking questions, suggestions and a general discussion of NextGen Trustee software. Use this time to get answers to ongoing questions, make suggestions of future enhancements or software features.
- **NextGen - Utility Billing Demo** – A demonstration of our 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 Process** – A start-to-finish overview of the billing process in NextGen Utility Billing. Whether you are thinking about switching to handheld/radio readers, considering offering auto-draft payments but not sure what this would add to your 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.
- **NextGen - Utility Billing New Features:** A demonstration of our NextGen Utility Billing Service Order software including the Service Order Control Panel and User Defined Screens that allow users to add fields to track data that may not already exist in NG UB. This class will also cover enhancements in the NG UB software such as added reports, the ACH process and responsible parties.

# LGC's Resource 2018

## Murfreesboro Embassy Suites

### Class Descriptions

- **Zortec - Business Tax Changes** - In this session we will cover changes made by the state. How those changes affect business tax as we know it. We will review other options available in Zortec Business License software, such as Beer Permits, Transient Vendor Permits, etc.
- **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 imports 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 System 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 2018 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.
- **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 - 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.



# LGC's Resource 2018

## Murfreesboro Embassy Suites

### Class Descriptions

- **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 various data fields in the Z Applications 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** - Shortcuts to help you with you daily processes. Also, we will discuss using INI files to get the information you need and the ability to update the information in the UB system. What to do when the online data is not updating for online payments. Night Process and the importance of running it.
- **Zortec - Utility Billing/Business License Q&A Roundtable** - An open session chaired by Local Government staffers taking questions, suggestions and a general discussion of Zortec Utility Billing and Business License. Use this time to get answers to ongoing questions, make suggestions of future enhancements or software features.