Day One Topics

System Administration
- Attachments
- System Management
- Advanced Security
- Alerts
-

Accounting Administration and Setup
- Organization Preferences
- Customize Workstation Settings
- Chart of Accounts Codes
- Offset Account Assignments
- Closing Account Assignments
- Distribution Codes
- Account Code Combinations

General Ledger
- Cash Disbursements
- Cash Receipts
- Journal Vouchers
- Importing Data

Accounts Payable Processing
- Maintain Vendors
- A/P Transactions
  - Invoices
  - Credit Memos
  - Manual Checks
  - Paying A/P Invoices
- EFT
- Forms Designer
- Vendor Balances
- Reports

Accounts Receivable / AR Billing
- Setup Administration
- Maintain Customers
- Manual Invoices
- Receipts
- Display Customer Balances

Day Two Topics

Financial Statements – For Boards, Councils, and Auditors

- Quick Financial Statements
- Default Financial Statements
- Balance Sheet
- Statement Of Cash Flows
- Statement of Revenues and Expenditures
- Drill-Down Analyzer

Reporting For Managers – Providing useful information that's east to understand

- Budget Variance Reports
  - Custom Columns
  - Report Groups
- Supporting Documentation
- Setting Up Executive Users
- Setting up Favorites for Reports lists
  - Chart of Accounts List Report

Audit Preparation – Running reports to provide your audits
- Lists Reports
  - Chart of Accounts List Report
- Transaction Reports
  - Expenditure Journal
- Analysis Reports
  - Expanded General Ledger
  - Normal Trial Balance

Day Three Topics

Creating Budgets and uses for monitoring and reporting
- Budget Versions
- Budget Controls
- Manual Budget Entry
- Creating Budgets
- Budget Worksheets
  - Create New Worksheets
  - Worksheet Details
  - Modifying the Budget Worksheet
- Available Budget Balances
- Reports

Grant Administration
- Creating Grants
- Populating Grant Data
- Creating Grant Budgets
- Grant Reporting, Formats, and Periods

Other Items As Requested
- Allocations
- Purchasing and AP Workflows
- Encumbrances
- Fixed Assets
- Dashboards
- Bank Reconciliation

Note: Agenda Subject to Change