

SOFTWARE AND SERVICE USER GROUP, INC. SPRING 2010 – CONFERENCE AGENDA

Monday – April 12, 2010

7:15 – 8:15 a.m. Registration/Kalahari Breakfast Buffet – North Atrium

8:15 – 8:45 a.m. – Welcome and Introductions

Legend

Combo – Crystal Reports/Other	SE – Special Education
F – Finance	Spec – Special - Vendors
HR – Human Resources	SR – Student Records
Sales – New Development	State – State Reporting
	Tech – Tech

* Designated for continuing Employee Management Sessions*

9:00 – 9:45 a.m. – Work Session #1

Room	Legend	
Tamboti	F	Finance Tips/Tricks
Aloeswood	F	School Based Activity Acct
Marula	HR	New Features- HR
Mangrove	HR	EM-Online Credit Approvals
Guava	Combo	Custom Reporting Tools
Crown Palm	Tech	Upgrading to Monolith 2
Aralia	SE	PaC to Web Implementation
Cypress	SR	Year End Processing
Tamarind	SR	EA Plus
Portia	SR	Elementary Scheduling
Wisteria	SR	Web Student Management
Bamboo	SR	New Features - Student
Acacia	Sales	Response to Intervention
Banyan	State	Discipline-Data Entry ISES (Student)
Empress	Vendor	WEA Member Benefits Trust

9:55 – 10:40 a.m. – Work Session #2

Room	Legend	
Tamboti	F	Purchasing on Web-Setup
Aloeswood	F	New Features - Finance
Marula	HR	Payroll Roundtable
Mangrove	HR	*EM – Position Setup
Guava	Combo	Moving Your School Mgt System to the Web
Crown Palm	Tech	Skyward – Open Edge Management
Aralia	SE	New Features – Special Ed
Cypress	SR	Data Mining - Beginning
Tamarind	SR	Food Service Applications
Portia	SR	Transcripts/History
Wisteria	SR	Health/Compliance/Immunizations
Bamboo	SR	Data Clean Up
Acacia	Sales	Data Warehouse
Banyan	State	WI PI-1202 Reporting (Finance)
Empress	Vendor	WEA Member Benefits Trust

10:50 – 11:35 a.m. – Work Session #3

Room	Legend	
Tamboti	F	Purchasing on Web-Process
Aloeswood	F	Credit Card Processing
Marula	HR	True Time - Setup
Mangrove	HR	*EM–Learning the Utilities – Part 1
Guava	State	WLS/ISES Beginning (Student)
Crown Palm	Tech	Technical Tips & Tricks
Aralia	SE	SkyForms 3.0 - Introduction
Cypress	SR	Family/Student Access
Tamarind	SR	Food Service/Reporting
Portia	SR	User Preferences
Wisteria	SR	Health/Nurses Log
Bamboo	SR	Adv Master Builder-Prep
Acacia	Sales	Workflow Management
Banyan	State	EEOC – Utilities/Reports (Finance)
Empress	Vendor	Benefits Design

11:45 – 12:30 p.m. – Work Session #4

Room	Legend	
Tamboti	F	A/P System Setup, Add Invoices
Aloeswood	F	Budgeting on the Web
Marula	HR	True Time - Processing
Mangrove	HR	* EM-Learning Utilities-Part 2
Guava	State	PI-1563 Reconciliation Rep (Student)
Crown Palm	Tech	One Touch User Mgt w/Skyward/SIF
Aralia	SE	SkyForms 3.0 – Converting Templates
Cypress	SR	Grade Analysis
Tamarind	SR	Food Service
Portia	SR	Basic Student Entry
Wisteria	SR	Health - Reporting
Bamboo	SR	Adv Master Bldr-Processing
Acacia	Sales	New Customer Overview
Banyan	State	Wisconsin Retirement (Finance)
Empress	Vendor	American

Lunch – 12:30 p.m. – 1:30 p.m.

1:40 – 2:25 p.m. – Work Session #5

Room	Legend	
Tamboti	F	A/P-Updating & Check Process
Aloeswood	F	Fixed Asset Maintenance
Marula	HR	Payroll FY End/Payroll Payables
Mangrove	HR	*EM-Best Practice/Prob Solve
Guava	State	WI/NCLB – NCLB-2 (Student)
Crown Palm	Tech	Tech Requirements PaC to Web
Aralia	SE	Skyport – Special Ed
Cypress	SR	Discipline
Tamarind	SR	Food Service Yr End Q & A/Utilities
Portia	SR	Future Scheduling – Auto Sched/Conflicts
Wisteria	SR	Standards Gradebook Setup
Bamboo	SR	New Features - Student
Acacia	Sales	Finance – Web Development
Banyan	State	Annual & Fund 27 Report (Finance)
Empress	Vendor	Aesop

2:35 – 3:20 p.m. – Work Session #6

Room	Legend	
Tamboti	F	Online Expense Reimburse
Aloeswood	F	Finance Prep for Year End Process
Marula	HR	Fast Track for Users
Mangrove	HR	* SN-Budgeting Salaries/Benefits
Guava	HR	Substitute Tracking with 3 rd Party
Crown Palm	Tech	Adv Skyward Database Backup Strat
Aralia	SE	Special Ed in Family Access/EA+
Cypress	SR	Custom Report Cards – Part 1
Tamarind	SR	Food Service - Payments
Portia	SR	Web Report Cards
Wisteria	SR	Secondary Gradebook
Bamboo	SR	Data Mining Advanced
Acacia	Sales	Skylert
Banyan	State	403B & 457 Compliance Rept (Fin)
Empress	Vendor	RevTrak

Monday: 3:30 – 4:15 p.m. – Work Session #7 – next page

Soda & Water Break 10:40 – 11:15 AM

Lunch: 12:30 – 1:30 p.m. – Suites 1 thru 8

Lunch Music: Linda Cannon – Harpist

Coffee, Tea, & Juice station in Vendor Area until 9:00 a.m.

Skyward Personnel will be available to answer your individual questions in the Vendor Area – Suites 3, 4, 5, and 6

Hospitality: 4:30 – 6:00 p.m. – Door Prizes – You Must be Present to Win! In Suites 1 thru 8 --Name Badge Required

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Monday, April 12, 2010 – Continued

3:30 – 4:15 p.m. – Work Session #7

Room	Legend	
Tamboti	F	Bank Reconciliation
Aloeswood	F	Finance Roundtable
Marula	HR	Insurance Tracking-Open Enroll
Mangrove	HR	*EM – User Defined Screens/Data Mining
Guava	State	Res/Non-Res Enrollment, & other Exceptions
Crown Palm	Tech	Student Data Entry for ISES and/or PI1563
Aralia	SE	Bld Secure Distributed Wireless Network
Cypress	SR	Special Ed – Year End
Tamarind	SR	Custom Report Cards - Part 2
Portia	SR	Food Service Roundtable
Wisteria	SR	Test Scores
Bamboo	SR	Attendance Letters
Acacia	Sales	New Race/Ethnicity Requirements
Banyan	State	True Time
Empress	Vendor	WI PI 1202 Reporting (Finance)
		MagicWriter

Hospitality: 4:30 – 6:00 p.m. – Suites 1 thru 8

Must be wearing your name badge to enter hospitality!

Beverage Tickets handed out 4:30 – 5:00 PM

Internet and e-mail access will be available throughout the Conference in the Vendor Area.

* Designated for continuing Employee Management Sessions*

Please turn off your cell phones during the Sessions!

Tuesday – April 13, 2010

7:15 - 8:00 a.m. – Registration/ Continental Breakfast

Set-up in – Suites 1-8

8:00 - 8:15 a.m. – Welcome – Suites 1-8

Soda & Water Break 10:00 – 10:45 AM

8:20 – 9:05 a.m. – Work Session #8

Room	Legend	
Tamboti	F	A/P ACH-Setup & Processing
Aloeswood	HR	Time Off - Overview
Marula	HR	Insurance Tracking Roundtable
Mangrove	HR	*EM - Roundtable
Guava	Combo	Custom Reporting for the Web
Crown Palm	Tech	Skyward Managed Services
Aralia	SE	At-Risk
Cypress	SR	User Preferences
Tamarind	SR	GPA Troubleshooting
Portia	SR	Data Mining - Beginning
Wisteria	SR	Summer School & 1804 Processing
Bamboo	SR	Lockers/Activities/Athletics
Acacia	Sales	Fast Track
Banyan	State	WSLS – Basic Student Entry (Student)
Empress	Vendor	School Specialty

Tuesday, April 13, 2010

9:15 – 10:00 a.m. – Work Session #9

Room	Legend	
Tamboti	F	Online Expense Reimbursements
Aloeswood	F	Finance Roundtable
Marula	HR	Payroll Roundtable
Mangrove	HR	Time Off – Advanced Options
Guava	Combo	Move School Mgt System to Web
Crown Palm	Tech	Database Performance Tuning
Aralia	SE	SE Reporting/Canned Reports
Cypress	SR	Web Student Management
Tamarind	SR	Basic Student Entry
Portia	SR	Transcripts – Grade History
Wisteria	SR	Standards Gradebook-Processing
Bamboo	SR	E-mail Processing
Acacia	Sales	Skylert
Banyan	State	EEOC-Utilities & Reporting (Fin)
Empress	Vendor	Nelco

10:10 – 10:55 a.m. – Work Session #10

Room	Legend	
Tamboti	F	Revenue & Expense Reporting
Aloeswood	F	New Features - Finance
Marula	HR	New Features - HR
Mangrove	HR	Time Off Requests on Web
Guava	Combo	Advanced Crystal Techniques
Crown Palm	Tech	Implement Voice Over IP
Aralia	SE	SE Reporting – Data Mining
Cypress	SR	New Features - Student
Tamarind	SR	Family/Student Access
Portia	SR	Data Clean Up
Wisteria	SR	Secondary Gradebook
Bamboo	SR	Data Mining Advanced
Acacia	Sales	Response to Intervention
Banyan	State	VEERS Reporting (Student)
Empress	Vendor	WEA Member Benefits Trust

11:05 – 11:50 a.m. – Work Session #11

Room	Legend	
Tamboti	F	Finance Prep for Year End
Aloeswood	F	Employee Access - Overview
Marula	HR	HR Data Mining
Mangrove	HR	*EM Contract Settlement/Retro Pay
Guava	State	Crystal Reports Roundtable
Crown Palm	Tech	Protecting Skyward using LightSpeed
Aralia	SE	Special Ed – Roundtable
Cypress	SR	Custom Fields
Tamarind	SR	Grad Requirements
Portia	SR	Year End Processing
Wisteria	SR	Student Management Roundtable
Bamboo	SR	Fee Management – Suppress Auto Apply
Acacia	Sales	Data Warehouse
Banyan	State	Year End ISES Data Review
Empress	Vendor	WEA Member Benefits Trust



Have a safe trip home!!

Please take a few minutes to fill out the online evaluation form. Go to: www.sasusergroup.com. We do take your comments seriously!! Thank you!