

# FINANCIAL MANAGEMENT COURSES - WASWUG 2011

The Categories and Topics listed below are “Suggested Courses” that are being planned for WASWUG 2011. The Categories and Topics were selected from the past three WASWUG Conferences, Attendance/Interest & Survey Results from the attendees of WASWUG 2010.

The course list will expand based upon new needs and suggestions from presenters (like yourself). Be creative with your course ideas – take into account what is listed below and then visit the presenter website to put forth your submission.

## **Category: Account Management**

### **Topic: Account Management Reporting**

**2011 Suggested Courses: Please consider Suggested Courses & Eval/Survey Comments when posting your session(s)**

- One Overview Course dealing with cloning, filters, ranges, changing fields, report modification and use of combination fields.
- Account Code Clearance Options - Setup & Management, differences between Web/PaC

#### **Evaluation/Survey Comments:**

- Secretaries running their own building reports – cloning, filters, etc
- How to change fields, modify reports, use combination fields
- Helping School Fiscal Staff use the system features efficiently and effectively (instead of an excel spreadsheet)
- Best Practice Session from an experienced district
- How to get time and effort report for Grant writing purposes (Fin and HR data)

#### **Course History:**

2010 (77 attended): “Account Management Reporting – Tips and Tricks to help you get results”

Content: Demonstrate for beginners how to use filters and ranges to get helpful reports.

2009 (79 attended): “The ABC’s of Account Management Reporting”

Content: Overview explaining use of breaks, filters and fields when creating a basic budget report.

2009 (84 attended): “Account Management Reports”

Content: Overview of useful reports & options, demonstration of creating, cloning, saving and manipulating reports included.

2008 “Tapping into the power of Advanced Account Management Reporting”

Content: How to manage district business, forecast trends and design reports in WESPac

### **Topic: Account Management, State Accounting Changes**

**2011 Suggested Courses: Please consider Suggested Courses & Eval/Survey Comments when posting your session(s)**

- Implementing State Accounting and Reporting Changes for 2011-2012

#### **Evaluation/Survey Comments:**

- Follow up to OSPI Presentation to discuss implementation process

### **Topic: Account Management, Accounts Payable**

**2011 Suggested Courses: Please consider Suggested Courses & Eval/Survey Comments when posting your session(s)**

- One AP Troubleshooting Course (with ACH Focus)
- Recurring invoices, reference PO lookup, run reports – how to do this in WESPac

#### **Evaluation/Survey Comments:**

- ACH focus – how to set up, troubleshooting - basics

#### **Course History**

2009 (84 attended): “Accounts Payable Invoicing and Payments”

Content: Samples from districts that report a reduction in time spent processing invoices

2009 (84 attended): “No Postage Required - Accounts Payable ACH”

Content: Save money, reduce lag time in paying vendors, ACH process can pay vendors or reimburse employees electronically.

2009 (62 attended): “Payables - Automating the September Accruals Process”

Content: Use WESPac to create the August year-end accruals. Creating accrual transactions, posting them to August, then posting a reversal to September which will “zero out” against the transactions paid on the Sept. payroll

## **Topic: Account Management, Chart of Accounts**

**2011 Suggested Courses: Please consider Suggested Courses & Eval/Survey Comments when posting your session(s)**

- Chart of Accounts course, basic modifications from 2009 session
- How to clean up and organize your chart of accounts

**Evaluation/Survey Comments:**

- Utilities to manipulate in Account Management Utilities
- How to clean up and organize your chart of accounts

**Course History:**

2010: (70 attended): "Working with the Chart of Accounts"

Content: Keeping C of A up-to-date, mixture of beginner and intermediate levels, simple processes such as how to view data, as well as more complex processes such as setting up and assigning Levels and Categories to individual or a group of accounts.

2009 (30 attended): "Charts of Accounts"

Content: Entering new account codes, utilizing chart of account filters, searching for additional chart of accounts information

## **Topic: Account Management, Accounts Receivable**

**2011 Suggested Courses: Please consider Suggested Courses & Eval/Survey Comments when posting your session(s)**

- A/R course on tips, tricks and enhancements

**Course History**

2010 (35 attended): "AR Refunds – Processing refunds to Your AR Payors"

Content: Demonstrate how WESPac's AR module works in concert with AP to produce refunds to Payors.

2008: "A/R Startup in WESPac"

Content: Building blocks of how to jump start A/R at conversion and how to grow it afterward

## **Topic: Account Management, Expense Reimbursement (Accounts Payable)**

**2011 Suggested Courses: Please consider Suggested Courses & Eval/Survey Comments when posting your session(s)**

- Expense Reimbursements

**Course History:**

2010 (100 attended): "Expense Reimbursement for Employees"

Content: Employees can enter their travel expenses, and administrators can approve requests in Web Access. Approved expenses can generate AP invoices. Coupled with AP ACH, districts and employees can experience a virtually paperless reimbursement process.

## **Topic: Advanced Account Management, ESAM**

**2011 Suggested Courses: Please consider Suggested Courses & Eval/Survey Comments when posting your session(s)**

- Equity Summary Account Management (ESAM) Options

**Evaluation/Survey Comments:**

- ESAM understanding
- How to use, maintain, run reports

## **Topic: Account Management, Account Code Clearance (NEW)**

**2011 Suggested Courses: Please consider Suggested Courses & Eval/Survey Comments when posting your session(s)**

- Account Code Clearance Options (Setup and Management)

**Evaluation/Survey Comments:**

- Web Focus – what does Account Code Clearance mean in web/ how different from PaC?

## Category: Budgeting

### 2011 Suggested Courses: Please consider Suggested Courses & Eval/Survey Comments when posting your session(s)

- Four or five Budget Courses
  - Accounting in WESPaC Finance
  - Advanced School Finance
  - Budget Overview (Entry Screen, how-to, filters and reports)
  - HR/FM – Importing and Exporting of Information on Budget development, including how EMS and Payroll coexist that is useful for business manager and payroll specialist

### Evaluation/Survey Comments:

- Transfer requests & functionality – options to set up for submit, approval
- Budget entry screen – how to use filters & reports, importing as a processing method

### Course History:

2010 (43 attended): “Tracking ASB Accounting Activities in WESPaC Finance”

Content: Track accounting transactions generated by ASB activities through a demonstration based on a football season scenario. How to record coaching assistant assignments and move on through the process, including billing for after-school transportation and receipting of revenues collected at football games.

2010 (49 attended): “Using Account Groups for Budget Verification”

Content: Learn how North Mason School District uses the assignment of Account Groups to create useful reports for managers and administrators. Time will be reserved to share ideas on how to assign, use and maintain this information.

2010 (38 attended): “Creating and Maintaining a Working Salary Budget for Finance”

Content: How one district maintains a working personnel budget moving dollars from their source and to finance, without duplicate data input or budget transfers

2010/2009 (49 ave attendance): “Advanced School Finance”

Content: Experienced school directors - COLA's, bonds, levy capacity and impact fees are examples of subjects discussed in this session. Bring your toughest school finance questions.

2008 “Decentralizing Budget Preparation”

Content: Allow your buildings and departments to create their own budgets and submit them to assist in creating the budget each year. Streamline by using Excel and other options in WESPaC.

2008 “Fiscal and Personnel Budgeting Together”

Content: Budget process flow from initial budget to F195 submission to ESD

2008 “Managing budget timelines and tasks using microsoft projects”

Content: Using Microsoft Project, shows implemented budget timeline, establishing tasks, assigning staff to complete, and monitoring.

## Category: Audit & Control – By State Auditors Office

### 2011 Suggested Courses: Please consider Suggested Courses & Eval/Survey Comments when posting your session(s)

- Audit and Control Course

### Evaluation/Survey Comments:

- ST/FM - Fee mgmt and import to general ledger (possible case study) small district focus
- State Auditors and records retention
- Audit and Control related to security

### Course History:

2010 (50 attended): “Health Check for Your Financial Data”

Content: Understand what Financial Management audit features are available for you to check the integrity of your financial data. Come learn about selected FM Audits and other related features to help you verify your data's integrity.

## Category: E-Commerce

### 2011 Suggested Courses: Please consider Suggested Courses & Eval/Survey Comments when posting your session(s)

- e-Commerce Course (similar to 2010 course)

### Evaluation/Survey Comments:

- Initial set up, how use entry order and how it goes through system (Demo)

### Course History:

2010 (42 attended): “e-Commerce Setup & Web Requisition Entry”

Content: How to set up e-Commerce for your district. Requisitions to Purchase Order through Skyward WEB Interface.

## Category: Web Financial Management

### 2011 Suggested Courses: Please consider Suggested Courses & Eval/Survey Comments when posting your session(s)

- Overview Style Financial Management Course with new updates on new functions

#### Course History:

2008 "Web Financial Management - a new window on the world of financial management"

Content: Looking ahead to Web Financial Management, new features and when will it be deployed. Tour the product and hear a discussion about the release plan.

## Category: Procurement Cards

### 2011 Suggested Courses: Please consider Suggested Courses & Eval/Survey Comments when posting your session(s)

- Demonstration: Setting up procurement cards, importing data, online receipting

#### Evaluation/Survey Comments:

- Options for other ways to handle if not using procurement cards; i.e., Loading Credit info into JV's

#### Course History:

2008 "Procurement Cards in WESPaC - Priceless"

Content: Interact your procurement card solution with WESPaC's credit card module. Hear about development plans to improve your experience with this new feature. Effectively track your districts cards, transactions, and pay your bill with WESPaC.

## Category: Purchasing

### 2011 Suggested Courses: Please consider Suggested Courses & Eval/Survey Comments when posting your session(s)

- Purchase Orders

#### Course History:

2009 (84 attended): "Purchase Order Processing"

Content: Look at many approaches to PO Processing. Discover options to reduce time spent to create and monitor PO's, while providing improved information for all in the process.

2009 (74 attended): "Rolling your PO's"

Content: Moving PO's from one fiscal year to the next – a simple straightforward process

## Category: Vendor Master

### 2011 Suggested Courses: Please consider Suggested Courses & Eval/Survey Comments when posting your session(s)

- WEB Based Vendor Master Course (changes in 2011)

#### Course History:

2010 (60 attended): "Basics to Becoming a Vendor Master"

Content: This presentation will provide a basic understanding of the Vendor Master Module. This session will focus on how to add and maintain vendors. We will also discuss the other functions available such as reporting and the individual navigation tabs.

2010 (45 attended): "Become a Vendor Master"

Content: Would you like your buildings to be able to research information on a Vendor's payment? How about viewing and requesting the addition of a new vendor's information? Part of this session will cover the use of the Web Vendor functionality including how to request a vendor before applying it to a requisition.

## Category: Year End

### 2011 Suggested Courses: Please consider Suggested Courses & Eval/Survey Comments when posting your session(s)

- Overview Style Financial Management Course with new updates on new functions

#### Course History:

2010 (44): "A Pain in Your Year End?"

Content: Requirements, procedures, and potential road blocks of the WESPaC Finance annual Year End Close process.

2010 (33): "Fiscal Year End Process"

Content: Walk through the Fiscal Year End process using a valuable checklist and processing sheet as a reference guide.

## Category: New Session Options

### Topic: Eliminating Redundant Spreadsheets

**2011 Suggested Courses: Please consider Suggested Courses & Eval/Survey Comments when posting your session(s)**

- Eliminating Redundant Spreadsheets (case study)

**Evaluation/Survey Comments:**

- Where to use and how to determine best practices

### Topic: Fee Management

**2011 Suggested Courses: Please consider Suggested Courses & Eval/Survey Comments when posting your session(s)**

- Fee Management Tips and Tricks from a combined Student and Financial Management perspective

**Evaluation/Survey Comments:**

- Uploading to General Ledger, good to have a district to showcase

### Topic: FM/HR Making WESPaC work for Building Secretaries

**2011 Suggested Courses: Please consider Suggested Courses & Eval/Survey Comments when posting your session(s)**

- FM/HR Making WESPaC work for Building Secretaries

**Evaluation/Survey Comments:**

- Could be Web-Focused (Time Off)
- Could look at Acct. Management Reports, HR Focus for time office, business office
- Look up vendor info, security

WASWUG

2011