

Management Advisory Computer Systems

20th Annual Computer Symposium

May 26th and 27th

You are cordially invited to attend the 20th Annual M.A.C.S. Computer Symposium to be held May 26th and 27th, 2010 at the Grand Prairie Hotel and Convention Center in Hutchinson, Kansas. This yearly event provides a significant opportunity to learn more about your system. This is also an excellent chance for some fun and networking.

Please refer to the attached sheet for session topics and times. The cost is \$150.00 per person, which includes meals, all training materials, prizes and an abundance of “TLC”. You may attend one or both days.

The Grand Prairie Hotel and Convention Center has given us special \$80.00 room rates. Be sure to call by May 11, 2010 and mention MACS Division/SEKESC Symposium when calling (800)362-5018 in order to receive the special rate.

Enclosed is a sign-up form. Please indicate what session(s) you plan to attend by checking the box next to the session name. We need to provide the Grand Prairie Hotel and Convention Center with a meal count, so please indicate that information also. A form will need to be completed for every person that will be attending. Send your completed form by April 15, 2010 to MACS, PO Box 189, Girard, KS 66743. You may also fax to 620-724-4740.

We are also having an “Early Bird Registration”. If we receive your registration before the 6th of April, you will be put into a lottery drawing for a “Celebration Suite” the night of May 25th and 26th.

*Please notice on the registration form we are not having an Activity Fund Session. Since we are having Activity Fund User Group meetings in the fall, we have decided not to hold a session at Symposium. Please know that your Activity Fund personnel are invited to attend any of the other sessions.

DAY 1 – WEDNESDAY		TIME
REGISTRATION		7:30-1:30
FUNDAMENTALS OF MAPP-What Every User Needs to Know -Beginners <u>Session #1</u> Special Bi-Weekly Refund Deduction Correcting Incorrect Input of Cash Receipt Recovering Checks Editing Line on PO Canceling a Partial PO Changing Direct Deposit to Check Adding a New Employee Many other topics		8:30-9:15
FUNDAMENTALS OF MAPP-What Every User Needs to Know -Advanced <u>Session #2</u> Bank Reconciliation Report Break Down Using MAPP for your State/Federal Reporting Editing Reports in Excel		9:30-10:15
BREAK		10:15-10:30
GENERAL SESSION-Same as Session #13 <u>Session #3</u> Program Updates Year-End Rollover		10:30-11:30
LUNCH		11:30-12:30
PAYROLL <u>Session #5</u> What to do when a check is incorrect How to handle Work Comp Adjustments, Sick Leave, Vacation, PTO Refund Deduction Checks Quarterly Reports (941, State Unemployment, Etc) Prepare Direct Deposit File Work Comp Reports	CASH RECEIPTS & JE <u>Session #6</u> Standard Method vs Display Balance Method Cash Receipts are entered to Wrong SACCT Cash Receipt Journals How to do Journal Entries Journal Entry posted to Wrong SACCT PO'S & VOUCHER PAYMENT Creating Purchase Orders Cancelling PO's (Cur Year and Prior BY) Alternate Pay Vendor and how to set one up Paying Purchase Orders Canceling/Re-issuing Vendor Checks	12:45-1:45
BREAK		1:45-2:00
*ROUND TABLE DISCUSSIONS- NEW FORMAT <u>Session #7</u> 35 minutes at 4 Round Tables Categories- Payroll, Cash Receipts/Journal Entries/Bank Reconciliation, Personnel, Vendor/PO's, Activity Funds, Inventory/Accounts Receivable, IRS Audit information		2:00-5:00
HAPPY HOUR		5:00-6:00
DINNER		6:00-7:00
ENTERTAINMENT- You won't want to miss this!!! <u>Session #10</u> Special Guest Appearance Free Admission Location is at the Hotel in Endeavor IA & IB (Meeting Rooms)		7:00-???

*Round Table Discussions will be based upon the responses and questions received.

DAY 2 – THURSDAY**TIME**

REGISTRATION		7:00-11:00
BREAKFAST		<u>Session #11</u> 7:00-8:00
BUDGET CODING Fund-Function-Object Program-Other School-Based Budgeting STATE BUDGET INTERFACE Transferring Budget Files Establishing/Creating a Cross-Reference File Audit Report Importing File to Excel Doc	<u>Session #12</u> GENERAL SESSION- Same as Session #3 Program Updates Year-End Rollover	<u>Session #13</u> 8:00-9:00
BREAK		9:00-9:15
REPORTS Report Break Down Using MAPP for your State/Federal Reporting Editing Reports in Excel Fiscal Year Reporting for Certified and Classified	<u>Session #14</u> PERSONNEL Establish Personnel Major and Sub Class Codes Develop Certified and Classified Salary Schedule Update Personnel Files to Current Salary Schedule Check and Correct Employees on wrong Step or Row Prepare both Certified and Classified Employee Contracts Project Salary based on changes in Salary Schedule Transfer Personnel information to Payroll for Processing Job Codes	<u>Session #15</u> 9:15-10:15
BREAK		10:15-10:45
SUMMER PAYROLL Establishing Aux/Process Groups The Sequence of Processing Summer Payroll Paying Liabilities	<u>Session #16</u> LEAVE Enter and Maintain Leave When to Roll Leave for the new year Sick Leave Pool	<u>Session #17</u> 10:45-11:45
LUNCH		<u>Session #18</u> 12:00-1:00
MACS TIME & ATTENDANCE In this session we will demonstrate how the Time & Attendance System will work for you!!!		<u>Session #19</u> 1:00-1:30
MACS TIME & ATTENDANCE Round table discussion with current META (Managing Employee Time and Attendance) users. If you are not a META user, you are more than welcome to attend this session for further information and to see how our current users benefit from the META system		<u>Session #20</u> 1:30-2:30

