

Management Advisory Computer Systems

21st Annual Computer Symposium

June 1st and 2nd, 2011

You are cordially invited to attend the 21st Annual M.A.C.S. Computer Symposium to be held June 1st and 2nd, 2011 at The Ramada Hotel and Conference Center (the old Grand Prairie Hotel and Convention Center) in Hutchinson, Kansas. This yearly event provides a significant opportunity to learn more about your system, view the latest enhancements, and 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 Ramada Hotel and Conference Center has given us a special \$81.00 room rate. Be sure to call (800)362-5018 by May 17, 2011 and mention MACS Division/SEKESC Symposium 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 Ramada Hotel and Conference 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 18, 2011 to MACS, PO Box 189, Girard, KS 66743. You may also fax to 620-724-6287.

We are also having an "Early Bird Registration". If we receive your registration before the 8th of April, you will be put into a lottery drawing for the "Celebration Suite" the night of June 1st and 2nd.

*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 sessions.

DAY 1 – WEDNESDAY		TIME
REGISTRATION		7:30-1:30
META (Managing Employee Time and Attendance) USER GROUP Session #1 General Overview Reports Q & A If you are currently not a user, but would like to see how the system works, please join us!		8:00-8:50
FUNDAMENTALS OF MAPP-What Every User Needs to Know Session #2 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 Bank Reconciliation Using MAPP for State/Federal Reporting Editing Reports in Excel Many other topics		9:00-10:00
BREAK		10:00-10:15
GENERAL SESSION-Same as Session #18 Session #3 Program Updates- New Vendor Information, Supplementals, and Reports Year-End Rollover		10:15-11:30
LUNCH Session #4		11:30-12:30
PERSONNEL Session #5 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 Certified & Classified Employee Contracts Project Salary based on changes in Salary Schedule Job Codes New Supplementals	REPORTS Session #6 Report Break Down Using MAPP for your State/Federal Reporting Editing Reports in Excel Fiscal Year Reporting for Certified and Classified	12:30-1:45
BREAK		1:45-2:00
PAYROLL Session #7 Transfer Personnel to Payroll for Processing 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 Session #8 Cash Receipts are entered to Wrong SACCT Cash Receipt Journals Journal Entry posted to Wrong SACCT PO'S & VOUCHER PAYMENT Cancelling PO's (Cur Year and Prior BY) Alternate Pay Vendor and how to set one up Canceling/Re-issuing Vendor Checks VENDOR/1099 INFORMATION Entering 1099 information with the new fields.	2:00-3:15
BREAK		3:15-3:30
SUMMER PAYROLL Session #9 Establishing Aux/Process Groups The Sequence of Processing Summer Payroll Paying Liabilities	STATE BUDGET INTERFACE Session #10 Transferring Budget Files Establishing/Creating a Cross-Reference File Audit Report Importing File to Excel Doc.	3:30-4:30
LEAVE Session #11 Enter and Maintain Leave When to Roll Leave for the new year Sick Leave Pool	CONTRACTS Session #12 Work Through Example Contracts (Teachers & Supplementals)	4:30-5:00
HAPPY HOUR Session #13		5:00-6:00
DINNER Session #14		6:00-7:00
ENTERTAINMENT Session #15		7:00-???

DAY 2 – THURSDAY**TIME**

REGISTRATION		7:00-11:00
BREAKFAST		<u>Session #16</u> 7:00-8:00
BUILDING BASED ACCOUNTING SYSTEM Fund-Function-Object Program-Other Building Based Budgeting	<u>Session #17</u> 	GENERAL SESSION- Same as Session #3 Program Updates Year-End Rollover
BREAK		8:00-8:45
*ROUND TABLE DISCUSSIONS- NEW FORMAT 50 minutes at 3 Round Tables Categories- Payroll, Personnel, Vendor/PO's, Inventory/Accounts Receivable, IRS Audit information		<u>Session #18</u> 8:45-9:00
LUNCH		<u>Session #19</u> 9:00-12:00
SOLUTIONS, RESOURCES, and REQUESTS Solutions Paperless Requisitions Paperless Direct Deposit Slips META- How the time and attendance system can work for you Offsite Backup- Checking the backup on a website Resources Email Website Social Networking Requests Reports Enhancements User Input and Ideas		<u>Session #20</u> 12:00-1:00 <u>Session #21</u> 1:00-2:00

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

