



LGC'S RESOURCE 2009

AUGUST 27 & 28, 2009 SCHEDULE OF EVENTS

HILTON BIRMINGHAM PERIMETER PARK HOTEL

Thursday, August 27, 2009

Registration	9:30 – 11:00	in Shelby Area Foyer
Vendor Displays	9:30 – 5:00	in Shelby Area Foyer
10:00 – 12:00	Class Sessions (see page 2)	
12:00 – 1:15	Lunch in Shelby Area Foyer	
1:15 – 3:15	Class Sessions	
3:15	Break in Shelby Area Foyer	
3:30 – 5:00	Class Sessions	

Friday, August 28, 2009

8:00 – 9:00	Light Refreshments	
8:30 -9:00	Round Table Discussion in Jefferson I	
9:00 – 12:00	Class Sessions (see schedule on page 2)	

***Class Descriptions can be found on pages 3 – 5.



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CLASS SCHEDULE

Thursday, August 27

Cahaba I		Cahaba II		Jefferson I		Jefferson II	
10:00	AL Case Mgt. (Flexgen)	10:00	Mercury Commerce E-Procurement	10:00	General Ledger (Zortec)	10:00	Utility Billing (Zortec)
		11:00	Delta Sales Tax	11:00	Fiscal Year End (Zortec)		
12:00	lunch	12:00	lunch	12:00	lunch	12:00	lunch
1:15	Image Ease (Flexgen)	1:15	Delta Business License	1:15	Budgeting (Zortec)	1:15	Payroll (Zortec)
2:15	Utility Billing (Flexgen)			2:15	Image Ease (Zortec)		
3:15	Break	3:15	Break	3:15	Break	3:15	Break
3:30	UB Continued	3:30	Permits	3:30	Accounts Payable (Zortec)	3:30	Data Replication (Zortec)
5:00	dismiss	5:00	dismiss	5:00	dismiss	5:00	dismiss

Friday, August 28

Cahaba I		Cahaba II		Jefferson I		Jefferson II	
9:00	Excel Beginner	9:00	Disaster Recovery	9:00	Safe Computing	9:00	Identity Theft
10:00	Excel Intermediate	10:00	Disaster Recovery	10:00	Safe Computing	10:00	Identity Theft
11:00	Excel Advanced	11:00	Disaster Recovery	11:00	Safe Computing	11:00	Identity Theft
12:00	dismiss	12:00	dismiss	12:00	dismiss	12:00	dismiss



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Accounts Payable (Zortec) – This session covers the basics of the accounts payable system. Topics will include invoice entry, manual checks, purchase orders, check processing and reporting. Frequently asked accounts payable questions will also be discussed.

AL Case Management (Flexgen) – We'll begin with covering the basics of the software. Taking an in-depth look at the State Reports and how the software arrives at the totals. Setting up and changing charge codes and setting up complaint templates. In addition, we'll allow time for a question and answer session.

Budgeting (Zortec) – With the new fiscal year looming on the horizon, this timely session will demonstrate how to enter budget figures using the manual and automatic entry options. Budget worksheets will be presented as well as sample exporting/importing to and from spreadsheets.

Data Replication (Zortec) – For the past few years “ODBC Compliant” has been an industry catch phrase that has had a major impact in several areas. Our approach to fulfilling this initiative has been to replicate your data into a SQL table for easy access. We have recently made more changes that open more doors and opportunities in this area. Come see those changes and what the possibilities are.

Delta Business License – One of our anchor software systems in the State of Alabama, Delta BL has grown and evolved into a quite sophisticated system with numerous functions and capabilities. In this session, we will be showing you some updated features as we move towards a SQL database structure. We have also set aside time to cover reporting, running delinquencies, and how to create license codes, print codes, rate codes and set up penalty and interest. If time permits, we'll also take a look at exporting comparative data to Excel and using mail merge for delinquencies.

Delta Sales Tax – This essential system compliments the other Delta products quite nicely. In this session, you will see how to create new tax codes and take a look at the reporting features available.

Disaster Recovery Preparation and Execution - We help you determine the Why, Who, What, When, Where, and How of Disaster Recovery Preparation. A template for a disaster recovery plan will also be discussed.

Excel – Advanced Level - The final in a series of 3, Advanced Level Excel continues building on the example begun in the Beginner Level class and continued in Intermediate



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Level Excel. In Advanced Level Excel you will learn about custom views, separate tabs, and linked worksheets.

Excel – Beginner Level - The first in a series of 3, Beginner Level Excel will teach the most basic of basics regarding spreadsheets. If you know nothing about spreadsheets, this class is for you. We begin with an example that will carry through all three of the series.

Excel – Intermediate Level - The second in a series of 3, Intermediate Level Excel builds on the example begun in the Beginner Level class. Here you will expand your knowledge of toolbars, multiple worksheets, absolute cell references and more.

Fiscal Year End (Zortec) – This informative session covers the necessary procedures you must complete to close out the current fiscal year and open the new fiscal year.

General Ledger (Zortec) – Because your ledger system is essential to your entire operation, we felt compelled to offer a refresher session that covers the basics of the accounting system. Topics include manual journal entries, recurring journal entries, monthly reporting, and check reconciliation. We will also cover several new changes in GL and an overview of the Inquiry screens that you may not know about.

Identity Theft – Focused around Facta Compliance and Red Flag Rules. You will learn how to take precautions regarding your office's data distribution, focusing primarily on electronic handling of that data.

ImageEase (Flexgen) – Electronic document imaging continues to make great strides in today's business world. Our ImageEase product offers many features for electronic document storage as well as an interface to your Flexgen software. This session will discuss the new enhancements in the Flex Gen software that will allow scanning to ImageEase. These new enhancements will allow the user to scan and view all documents pertaining to Flex Gen programs including: vendor checks, invoices, payroll information, W-4's, employee records and files, and utility billing account information. Those people with an interest in being more efficient and reducing the amount of paper that accumulates in the office should attend this class.

ImageEase (Zortec) – Electronic document imaging continues to make great strides in today's business world. Our ImageEase product offers many features for electronic document storage as well as an interface to your Zortec software. This session will discuss



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CLASS DESCRIPTIONS

the interface between Zortec software and ImageEase. This interface allows the user to scan and view all source documents pertaining to Zortec programs including: vendor checks, invoices, payroll information, W-4's, employee records and files, and utility billing account information. Those people with an interest in being more efficient and reducing the amount of paper that accumulates in the office should attend this class.

Payroll (Zortec) – Because your employees and staff are the most valuable asset for your city/county, paying them and tracking benefits is a crucial task that must be carried out. To help you with this, we offer this session to cover the basics of the payroll system. Topics include employee set up and maintenance, deductions, pay adjustments and types, leave tracking and reporting. We will also discuss frequently asked payroll questions.

Permits – Come explore the ins and outs of the Permit software package. Topics covered include: Calculating Permits, Inspections, Projects, Attaching photos & documents, Payments, Reports, Contractors, and Permit Code setup.

Safe Computing – Best Practices – This session discusses key points to keep your office secure in a digital world.

Utility Billing (Flexgen) –Our instructor will start with covering the basics of setting up customers and entering readings. As the class progresses, you will delve into the billing process, final a customer, and run the penalty process. Toward the end of the sessions you will be moving into some advanced aspects including simple Excel reports, A/R Balancing, and ACH payments. We will conclude with a question and answer session.

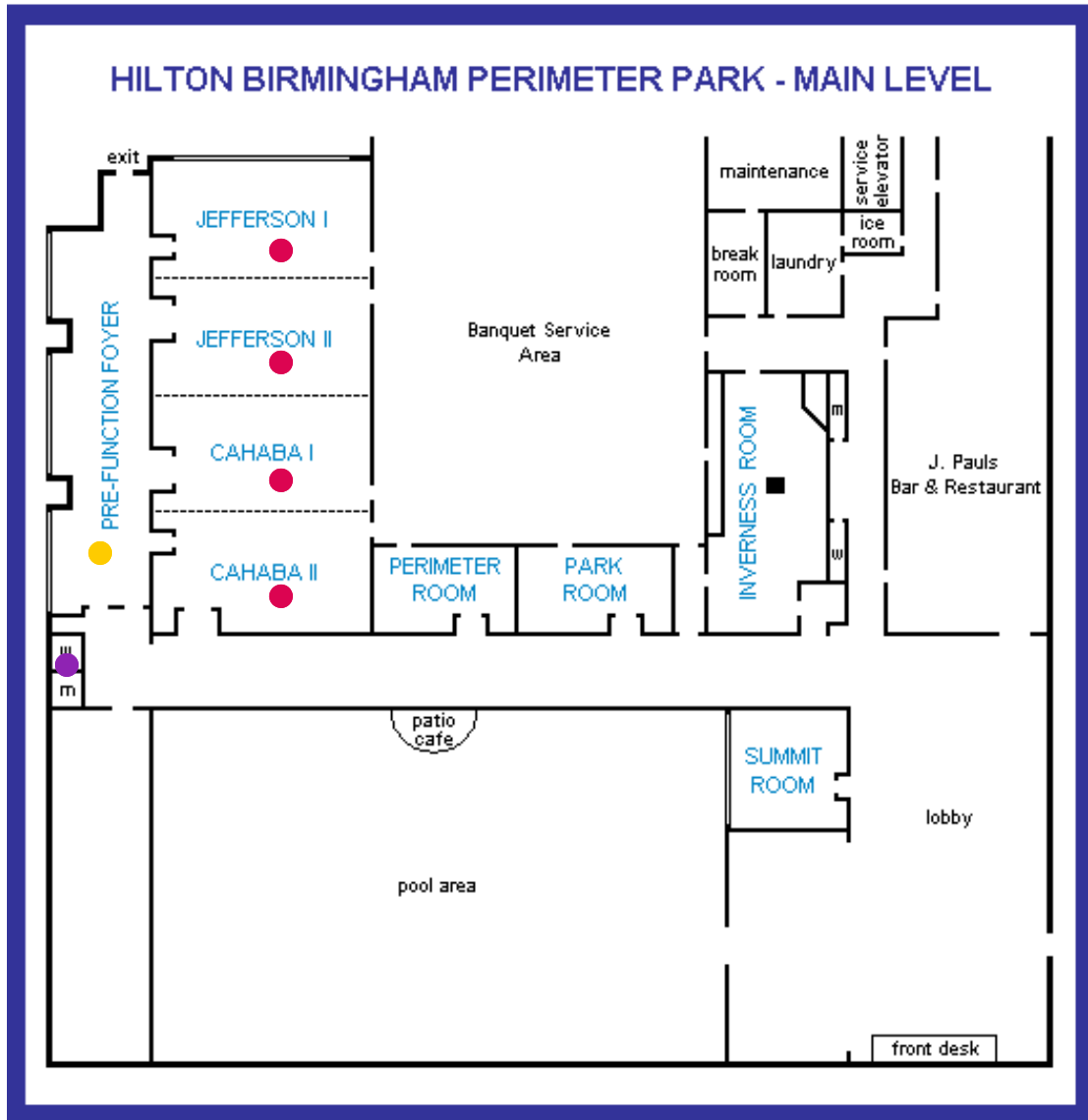
Utility Billing (Zortec) – Anyone who uses this system knows how intricate it can be. The list of topics we could cover has no end. In this session we will address solutions to common issues users have. Some examples are balancing AR, billing update errors, problems with the meter reading exception reports, and problems with night process. We will also be showing new and improved options in the software. Examples we'll talk about here are E-billing, Memo Deposits, Customer Profiles, and the Mail File Report.



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HILTON BIRMINGHAM PERIMETER PARK HOTEL

ROOM LAYOUT



- **Rooms where classes will be Held**
- **Rooms where meals will be served.**
Registration Area as well as vendor area.
- **Restrooms**