Morning sessions:

<u>Human Resources and Payroll</u> – Employee set up, pay assignment set up, payroll set up, fiscal year payroll set up, and payroll processing.

<u>Purchasing</u> – Purchase requests, purchase orders, automated workflow approval process, Vendor set up and updates, and receiving.

Adhoc reporting – Screen reports (exporting to Excel,) Webtools flexible reporting tool

Afternoon Session:

The entire afternoon will be dedicated to discussing the upcoming Visions Project. Everyone is welcome to attend, although this is mainly targeting the BusinessPlus super users and Management personnel at the Districts.

- High level project planning
- Data clean up and conversion
- Preliminary project timelines0
- User acceptance testing
- Testing issue reporting
- Training
- Pilot districts (First districts to go live)
- Project Implementation
- Production problem reporting
- Reporting capabilities
- System controls – LDAP authentication, IP restrictions, etc.
- Potential system limitations – customization, workflow email approvals, etc.