


NASU 2020 DRAFT


Holiday Inn Express
Nashville, TN




Sunday,
October 4th

Legend:

 = Financials (FIS)

 = Tax Administration (PAAS)

 = General Sessions

 = Payroll / HR (KEMS)

 = Miscellaneous Revenue

Afternoon

**Networking event / local sight-seeing
(small fee applies)**




Evening

**“Welcome to Nashville” Reception – Keystone-hosted
(at the hotel)**
– *Hors d’oeuvres & refreshments* –



<p>9:00 – 12:00pm</p>	<p>Workshops / Trainings and One-on-One Meetings (sign up in advance)</p> <p>Proposed Topics include:</p> <table><tr><td data-bbox="337 615 634 741"><p><u>FIS</u> Report Writer Inquiry Functions One-on-Ones by request</p></td><td data-bbox="760 615 1057 741"><p><u>KEMS</u> Payroll Processing “101” HR “101” One-on-Ones by request</p></td><td data-bbox="1179 615 1492 741"><p><u>PAAS</u> Misc. Debits/Credits Prepping for Revaluation One-on-Ones by request</p></td></tr></table>	<p><u>FIS</u> Report Writer Inquiry Functions One-on-Ones by request</p>	<p><u>KEMS</u> Payroll Processing “101” HR “101” One-on-Ones by request</p>	<p><u>PAAS</u> Misc. Debits/Credits Prepping for Revaluation One-on-Ones by request</p>
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<p>12:15pm</p>	<p>Keystone-hosted Lunch</p>			
<p>1:15pm</p>	<p>General / Welcome Session – <i>Judd Van Dervort, Jr.</i></p>			
<p>1:45 – 4:45pm</p>	<p>Sessions for each major application track (FIS / KEMS / PAAS) <i>(see the last page for anticipated topics)</i></p> <p><i>NOTE: Sessions for Inspections & Permits, and Utility Billing / Collections will be held during this time.</i></p>			
<p>6:00 pm</p>	 <p>Keystone-hosted Dinner at a local restaurant</p> <p><i>Meet in hotel lobby at 5:45 to walk over</i></p>			

<p>9:00 – 12:00pm</p>	<p>Sessions for each major application track (FIS / KEMS / PAAS) <i>(see the last page for anticipated topics)</i></p> <p><i>NOTE: Sessions for Pennsylvania-specific Tax applications (Act 511 Business Taxes, Real Estate and Per Capita Taxes) will be held during this time.</i></p>			
<p>12:15pm</p>	<p>Keystone-hosted Lunch</p>			
<p>1:15 – 4:45pm</p>	<p>Sessions for each major application track (FIS / KEMS / PAAS) <i>(see the last page for anticipated topics)</i></p>			
<p>6:00 pm</p>	 <p>Brief, Keystone-hosted Reception (hors d-oeuvres)</p> <p><i>Attendees are free to explore Nashville on their own for dinner</i></p>			

9:00 – 12:00pm	Sessions for each major application track (FIS / KEMS / PAAS) <i>(see the last page for anticipated topics)</i>			
12:15pm	Keystone-hosted Boxed Lunch			

MAJOR APPLICATION SESSIONS (Monday PM, Tuesday all day, & Wednesday AM)

Each major application (FIS / KEMS / PAAS) track will include:

- Reviews of new functionality in latest releases
- User round tables
- Experienced user panels for each product set, with Q&A
- State-specific (NC, NJ, NY, MO, PA, RI, VA) breakout sessions on state reporting / interfaces

General:

- Application administration / security
- KeyDocs / Keystone attachments
- Meta Queries training
- Excel tips and tricks

FIS:

- Requisitioning (new shopping cart functionality with electronic POs, state contracts)
- Accounts payable best practices review, updates
- Vendor contract management discussion planning for useful new functionality
- Grants / project management – discussion planning on enhancements
- Report Writer training (beginner & advanced)
- Journal Entries, including importing multiple dates

KEMS:

- Onboarding / new hires
- New *KeyNet* Attendance / Time Entry features
- New *KeyNet* Job Requests – ability to enter/approve requests for extra duty jobs
- Position Control / Job Assignments review
- Position Control case study: new customer Roanoke City Public Schools (VA)
- Employee Cost Projections workgroup
- Rolling mid-year job assignments & creating paylines
- Payroll: ensuring accuracy, verifying taxes/deductions

PAAS

- *KeyNet* Payment Portal
- Appraisal / Revaluation
- Real Estate Sales Maintenance and Reporting
- Case Management (for collections / delinquencies)
- Account Merge capabilities
- Virginia Motor Vehicle Processing and DMV Stops
- Ideas Workgroup for enhancement work to do Prorated Motor Vehicle processing (VA)