



*A full conference schedule with day, time & room is available on the WASWUG Session Schedule tab. You must be registered and signed up for WASWUG Connect to access this information. [Register now and join WASWUG Connect!](#)

Finance Session Listing

A/R Tips, Tricks and Enhancements

This session will cover commonly asked questions about A/R, as well as new features on the web.

Presenter: Catherine Carpenter

Account Code Clearance Options

This session will give an overview of how account clearance is setup and used throughout the system - from reporting to approvals.

Presenter: Andy Lind

Administering Your VEBA Plan

Learn the ins and outs of administering your district's VEBA Plan to stay compliant with IRS and state regulations. Plus, learn how healthcare reform affects your VEBA Plan. The presentation will provide a quick VEBA Plan overview and walk you through a typical annual renewal process with a focus on recommended Policy/MOU language. Common funding sources will be covered along with a look at how school employees and retirees need and use this important benefit.

Presenter: Brian Riehs

Advanced School Finance

TBD

Presenter: TBD

Budgeting Tips & Tricks

This session's focus is on FM Budget Management's Budget Entry process for planning and adopting your budget.

Presenter: Sean Schaeffer

Creating and Maintaining a Working Salary Budget for Finance

TBD

Presenter: TBD



e-Commerce Setup & Web Requisition Entry

Wanting to set up e-commerce for your district? Wondering how entering an e-commerce Requisition looks? Apprehensive about the process of using e-commerce to convert a Requisition to a Purchase Order? Visit this beginner class on how to set up e-commerce for your district and enter Requisitions through the Skyward Web Interface. Examine the setup portion of KCDA and Office Depot sites. Watch the process of entering a requisition and see the purchase order being electronically sent to the vendor. See how easy and efficient e-commerce can be!

Presenter: Jeanne Lejon

Employee Access: Implementation Considerations

As a 24-hour resource for employees, Employee Access provides information and tools. This session will help you implement, configure and maintain Employee Access for your employees. Take your district from ACCESS DENIED to "EMPLOYEE" ACCESS GRANTED

Presenter: Janet Dockter

Expense Reimbursents Online

In this session you will see a demonstration of how to enter an expense re-imbusement in WESPaC online. You will learn how to enter it, where it is in the approval process and a history of past expense reimbursements.

Presenter: Gary Van Hee

How to Maintain, Organize and Work with the WESPaC Chart of Accounts

How to maintain, organize, view, change, restrict access or any other questions you may have on the WESPaC Chart of Accounts. A litany of questions and answers for the functionality and power of the Chart of Accounts both in the PaC and Web versions of the WESPaC system.

Presenter: Shirley Kamm

An Introduction to Inventory

Whether you have a physical warehouse or just need to account for stacks of new books that pile up during the summer, the Inventory Module can help. This session will introduce you to the WESPaC Inventory module where you will see how it works and learn what it can and cannot do. Can the Inventory module help you? Come and find out!

Presenter: Warren Henke

Importing Fixed Assets into WESPaC

Are you wanting to utilize the Fixed Asset Module within WESPaC, but don't want to have to hand key in all of your existing fixed asset data? Come to this workshop and see how the new fixed asset import process works.

Presenter: Amy Wepler, Stuart Mhyre



It's All About the Relationship!

Review the Equity Summary Account Management(ESAM) feature set's purpose and functionality.

Presenter: Sean Schaeffer

More Account Management Reporting - Using Summary and Detail Reporting Options

This overview will cover report modifications and optional settings available in both Summary and Detail Account Management Reporting. Summary report topics covered will include using field settings to auto-generate data, creating multiple year comparisons, ranges, and use of combination fields. Detail report topics will cover the use of Source Parameters Selections.

Presenter: Kathy Timmons

Navigating the Budget "Process" Maze

Have you been confused and frustrated by what goes on to "Process" a budget under the "Budget Entry" button in WESPaC? Come hear how Sedro-Woolley has simplified "The Process". This simplified method and way of looking at "The Process" has been tested in other districts with great success.

Presenter: Stewart Mhyre, Steve Lidgard

Payroll Based Accounts Payable Scenarios

AP Invoices generated by the payroll process can often cause confusion with the AP Staff. A single payroll transaction has the potential of creating five separate invoices. What are these invoices, what should you do with them, and why are they necessary? This presentation will show you what is happening behind the scenes so you understand the how, what, and why of these mysterious payroll generated invoices.

Presenter: Warren Henke

Purchase Orders Course

TBD

Presenter: TBD

Recurring Invoices, PO Lookup and Running Reports in WESPaC

TBD

Presenter: TBD

Revenue, Expenditure and Balance Sheet Summary Reporting in WESPaC

This session for beginners will step through the process of building Account Management summary reports in WESPaC.



Presenter: Tracy Green

The Power of Sequences

This session will explain sequences and their powerful role in helping you customize the way you sort Account Management reports.

Presenter: Tracy Green

Tips & Tricks for Implementing AP ACH

Are you worried you might miss a step in implementing AP ACH (direct deposit payments to vendors)? Unsure of how to approach the implementation, or if it will even work for your school district? Come to this session for tips & tricks, as well as a basic outline of the process for implementing AP ACH.

Presenter: Becky Lee

U.S. Bank Electronic Expense Reporting

This session will cover the basic steps of using the U.S. Bank Procurement card system. We go through the reconciliation process, learn how to track expenses and demonstrate the ease of use using the U.S. Bank Electronic Expense Reporting Systems. Purchases are put into an online account, enabling users to submit accurate expense reporting. U.S. Bank Expense Management is easy to use because it delivers its services directly to employees via the internet and does not require information technology (IT) resources or time-consuming training.

Presenter: Becky Brown

Web Based Vendor Master

This presentation will provide you with a basic understanding of the Vendor Master module with respect to what's currently available via the Web. We'll focus on how to add and maintain vendors, as well as go over some reporting functions.

Presenter: ESD 101 Presenter

DOUBLE SESSION: WESPac Fiscal Budget Overview

Overview of the Fiscal Budget Planning/Process. Two Budget Checklists; one for processing in the Original Budget and one for processing in Budget Planning Records.

Presenter: Stephanie Zarifes

What's New in School District Accounting (Beginner/Intermediate)

An overview of new, changing, and upcoming state school district accounting rules and guidance. Topics will include the 2010 and 2011 Legislative sessions, with information to date, as well as Federal reporting requirements and changes.

Presenter: Daniel Lunghofer



Year End Overview

TBD

Presenter: Amanda Martz

Hybrid Session Listing

Audit & Control

TBD

Presenter: Peg Bodin

CEDARS WSIPC/OSPI Question and Answer Forum

This session is a panel setting where the WSIPC CEDARS team and the OSPI CEDARS team will field questions regarding current processes and issues relating to the CEDARS extract process. Prior to the conference, the team will solicit questions from the regions which will be used to kick off the session.

Presenter: Mark Schultz, Steve Gerhardt, Julie Williams

Electronic Records Management - What Should You Be Doing?

Statutory requirements relating to the retention of electronic records. Email Management - How to capture, manage, and carry out disposition of emails. Management of Websites and Social Media - Guidance on capture, management and disposition of agency records on the Web and "in the cloud". Digital Imaging and the DAD Process - Requirements for agencies wishing to scan their paper records and dispose of the originals. For the Future - Information on transferring archival electronic records to the Digital Archives.

Presenter: Leslie Koziara

Fraud

TBD

Presenter: Jim Brittain

HR/FM Track General Session: What's New with Skyward?

TBD

Presenter: Kevin McFerrin

Living Under One Roof - Who needs to talk to who after Conversion

WESPaC Student & Fiscal/HR Database (definition-a beautiful blended family or an ugly step family whatever you want to make it) You never really know what life is going to be like until you live a day, a week, or a month in a blended family and learn the daily lessons. Day One: Address Change - Who contacts who? Who initiates the change? Are there



students involved? Is the guardian an employee? Is the guardian also a vendor? Who makes the change? Day Two: New Employee - Is this name already in the system? Was this person a former student in the district? Just like in a real family, life goes on and on? These are the questions that districts need to continue to think about on a daily basis. It's all about communication, learning to live together and making decisions that work for your district. We'll talk about what one district did, and get the ball rolling with ideas from others. Remember, it takes a Village!

Presenter: Debbie Davis

Making WESPaC Work for Building Secretaries

Business practices that can reduce time and supplies. Quick reference to financial and student information.

Presenter: Regan Doyle

Tandem for Schools: Proactive Calendar Communications

Learn about the public facing calendar in Tandem - a cutting edge platform that streamlines communication with your staff, faculty and the community via automated emails, text messages, and web cal subscriptions (automated calendar syncing). You make one change, the communication is instant.

Presenter: Darin Hanson, Mark Enkema

WESPaC Tools of the Trade

TBD

Presenter: Jean Deming

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