

Missouri STI User Seminar February 22 - 23, 2010

Sunday, February 21, 2010								
4:00 – 6:00PM								
Monday, February 22, 2010								
Room	Edinburgh	Versailles	Vienna	Innsbruck	St. Moritz	Heidelberg	Milan/Venice	Barcelona/Madrid
Time								
7:00 – 8:30								
8:30 - 9:30	Information Now - Attendance Setup	Information Now - Elementary Scheduling	Information Now - Classroom Lesson Plan, Grade Book Setup and Entry	Salary Schedule	Purchase Orders	Retirement System of MO	Accounting Basics - Part 1	
9:45 – 10:45	Information Now - Attendance Entry and Reporting	Information Now - Discipline Setup and Entry	Information Now - Classroom Attendance, Rosters, and Reports	Time Clock	ASBR	Latest and Greatest Features	Accounting Basics - Part 2	
11:00 – 12:00	Information Now - End of Year Procedures	Information Now - Scheduling Preparation	Information Now - Basic Overview Part A	MOSIS	Retirement System of MO	Direct Deposit	Accounting Basics - Part 3	
12:00 – 1:30								
1:30 -2:30	Information Now - Query	Information Now - High School Scheduling Part A	Information Now - Basic Overview Part B	Attendance Calendar/Absence Log	Bank Reconciliation	Payroll Basics - Part 1	IRS Representative	
2:45 – 3:45	Information Now - Tracking Medical Data	Information Now - High School Scheduling Part B	Information Now - State Reporting	Backups, Load Latest and Security	W-2's and 1099's	Payroll Basics - Part 2	Budget Utilities	
5:00 – 6:30								
Tuesday, February 23, 2010								
7:00 – 8:00								
8:00-9:00	Information Now - Beginning of Year Procedures	Information Now - Student (Maintenance, Reports, Filters)	Information Now - What's New	Salary Schedule	Purchase Orders	W-2's and 1099's	Accounting Basics - Part 1	
9:15-10:15	Information Now - Grading Setup, Entry and Management Console	Information Now - Setting Up Summer School	Information Now - Staff (Setup, Reporting, and Security)	Time Clock	ASBR	Latest and Greatest Features	Accounting Basics - Part 2	
10:30-11:30	Information Now - Letters	Information Now - Posting to Transcripts	Information Now - Tips and Hints	MOSIS	Direct Deposit	Accountant	Accounting Basics - Part 3	
11:30-1:00								
1:00-2:00	Information Now - Query	Information Now - Transcripts - Graduation Requirements	Information Now - Staff (Setup, Reporting, and Security)	Accountant	Bank Reconciliation	Payroll Basics - Part 1	Attendance Calendar/Absence Log	
2:15-3:15	Information Now - Discipline Setup and Entry	Information Now - Transcripts - Testing (ACT and MAP)	Information Now - Fee Entry, Payments and Reporting	Question and Answer Session	Backups, Load Latest and Security	Payroll Basics - Part 2	Budget Utilities	
LEMCO	STI Assessment	Financial Management	Product Demonstrations					