Ohio eFinancePLUS User Group Meeting
Course Description Quick Guide

Course Name	Course Description
Making Purchasing More Efficient Todd Griffith, Treasurer, Licking Heights Local School District, Molly Koch, Treasurer/CFO, Chippewa Local School District	This training session will cover purchasing procedures that streamline district operations through various processes and procedures that create efficiency from the point of initiating the requisition through paying the invoice. The training session will provide essential information to attendees on the efficiencies eFP offers from initiating a requisition through processing the invoice and everything in between. District personnel will learn about purchasing topics including vendor punchout option and the ability to compare pricing of items without logging out of eFP creating the requisition from the "cart," change orders. eFinancePLUS users, by virtue of using an all-encompassing financial accounting and HR solution, are better stewards of taxpayer dollars by having readily available tools to assist in payroll, budgeting, forecasting, purchasing, cash management, check and electronic payments processing, internal controls, financial reporting, capital asset management, and audits. Understanding how purchasing (requisitions, purchase orders, change orders) through eFP and its vendor punchout option can help school district officials comply with the ORC and board policy when it comes to buying supplies, materials, equipment and services for the district.
Human Resources Calendar Year End Procedures Jackie Schultz, eFinancePLUS Support & Training Specialist, Management Council Ohio Education Computer Network (MCOECN), Cami Sowry Erdani, Fiscal Support Liaison, Lake Geauga Computer Association (LGCA)	This training session will cover calendar year end procedures including W2 box definitions, balancing and processing. There will be a discussion regarding procedures that may differ from the previous year. This training session will cover topics related to fiscal year end including balancing for W2 processing. Additionally, the session will review the revised W4 form, Ohio Form IT-3, and third-party sick pay. The session will also include discussion about year-end city tax reconciliation including cities collecting through RITA and CCA. eFinancePLUS users, by virtue of using an all-encompassing financial accounting and HR solution, are better stewards of taxpayer dollars by having readily available tools to assist in payroll, budgeting, forecasting, purchasing, cash management, check and electronic payments processing, internal controls, financial reporting, capital asset management, and audits. It is important for school business officials to be sure calendar year end procedures are followed correctly and that all salaries and benefits are reported correctly in the W2 process.
Accounting 101 Todd Zimmerly, Fiscal Services Support Specialist, Tri County Computer Service Association	This training session will be a refresher the basics of debits and credits in and how accounting transactions are posted within eFinancePLUS. This training session will be a refresher of basic accounting principles learned in accounting classes. Users of state software (USAS and USPS) never had to consider the terms debit and credit as part of the daily operation. eFP is a proper accounting system, and this session will focus on assets, liabilities and equity in the software and what happens "behind the scenes" for each type of accounting transaction. eFinancePLUS users, by virtue of using an all-encompassing financial accounting and HR solution, are better stewards of taxpayer dollars by having readily available tools to assist in payroll, budgeting, forecasting, purchasing, cash management, check and electronic payments processing, internal controls, financial reporting, capital asset management, and audits. Understanding the debits and credits that occur within eFinancePLUS will provide a better understanding for users as to how they affect assets, liabilities and equity; this also will help in the monthly reconciliation process.

Billing & Receipts Overview and Setup Homer Henricks, Treasurer/CFO, Northwest Ohio ESC	This training session will cover benefits of using the Billing & Receipts module in eFP and general information on how to set up the module. This training session will show users the benefit of utilizing the Billing & Receipts module in eFP and how it can create efficiencies for the district when it comes to invoicing and posting receipts when payment is received. Attendees will be able to begin the process of setting up the Billing and Receipts module when they return to their districts. eFinancePLUS users, by virtue of using an all-encompassing financial accounting and HR solution, are better stewards of taxpayer dollars by having readily available tools to assist in payroll, budgeting, forecasting, purchasing, cash management, check and electronic payments processing, internal controls, financial reporting, capital asset management, and audits. Tracking receivables is vital to many districts using eFP. Districts who invoice and bill on a regular basis will have an understanding of how eFP offers an invoicing system that will accurately track payments due, produce accurate accounts receivable reports on demand, and quickly and easily identify payments to post them appropriately when received.
Fund Accounting – Sharing Tips, Tricks and Best Practices Tonia Hovest, Treasurer/CFO, Waynesfield-Goshen Local SD, Michelle Reichard, Fiscal Support Specialist, Stark Portage Area Computer Consortium	This training session will provide attendees with information on how to improve their usage of the Fund Accounting Module within eFP. Users will share their best practices for processes and procedures related to budgeting, forecasting, accounts payable, and purchasing. This training session will provide attendees with information they can take back to their offices and use immediately to improve their efficiency with eFP in their day-to-day activities. eFinancePLUS users, by virtue of using an all-encompassing financial accounting and HR solution, are better stewards of taxpayer dollars by having readily available tools to assist in payroll, budgeting, forecasting, purchasing, cash management, check and electronic payments processing, internal controls, financial reporting, capital asset management, and audits. Understanding how powerful the Fund Accounting Model really is and all it has to offer in improving the day-to-day efficiencies of the school district including the compliance areas related to state and federal reporting and even financial audits.
Human Resources/Payroll – Sharing Tips, Tricks and Best Practices Kris Lankford, Assistant Treasurer, Northwest Local SD (Cincinnati), Brenda Krol, Fiscal Support Coordinator, Northeast Ohio Management Information Network (NEOMIN)	This training session will provide attendees with information on how to improve their usage of the Human Resource Module within eFP. Users will share their best practices for processes and procedures related to payroll, deductions, compliance and other similar topics. eFinancePLUS users, by virtue of using an all-encompassing financial accounting and HR solution, are better stewards of taxpayer dollars by having readily available tools to assist in payroll, budgeting, forecasting, purchasing, cash management, check and electronic payments processing, internal controls, financial reporting, capital asset management, and audits. Understanding how powerful the HR Module (payroll and related processes) is and all it has to offer in improving the day-to-day efficiencies of the school district.
What is Position Control? Kris Lankford, Assistant Treasurer, Northwest Local SD (Cincinnati), Carolyn Giuffre, Fiscal Support Liaison/ERP Specialist, Southwest Ohio Computer Association	This training session will provide attendees with information on how the benefits of using the Position Control module within eFP. This training session will provide attendees with information they can take back to their offices and use immediately to improve their efficiency with eFP. Attendees will learn how Position Control • allows the user to have a clear picture of budgeted/approved staffing when reviewing hiring needs. • can be accurately account for and easily identify budgeted positions within the district • provides controls on what positions are being filled, vacated or moved • ensures that the district operates within its personnel budget. eFinancePLUS users, by virtue of using an all-encompassing financial accounting and HR solution, are better stewards of taxpayer dollars by having readily available tools to assist in payroll, budgeting, forecasting, purchasing, cash management, check and electronic payments processing, internal controls, financial reporting, capital asset management, and audits. Since personnel costs are about 80% of a traditional district's expenditures, using Budget Control will allow key members of district administration to access information so there is a clear picture of budgeted/approved staffing when reviewing hiring needs.

Communicating Financial Information with Scheduled Reports Jamie Zeigler, Treasurer/CFO, West Holmes Local SD, Mary Adams, Project Specialist, Management Council Ohio Education Computer Network	This training session will provide attendees with information on how to improve their usage of COGNOS by learning to schedule reports and have them run automatically on a periodic basis. This training session will provide attendees with information they can take back to their offices and use immediately to improve district operations by using COGNOS to send reports automatically to key personnel to assist with their responsibilities within the district. eFinancePLUS users, by virtue of an using an all-encompassing financial accounting and HR solution, are better stewards of taxpayer dollars by having readily available tools to assist in payroll, budgeting, forecasting, purchasing, cash management, check and electronic payments processing, internal controls, financial reporting, capital asset management, and audits. Reports containing vital district information will assist district officials in managing district operations.
COGNOS 11 Overview Mary Andrews, Project Specialist, Management Council of the Ohio Computer Education Network (MCOECN)	COGNOS has changed. This training session will focus on the report-writing tool and will provide an overview of the changes that have been made. This training session will provide attendees with information on becoming familiar with the changes to COGNOS and basics on how to navigate through those changes. eFinancePLUS users, by virtue of using an all-encompassing financial accounting and HR solution, are better stewards of taxpayer dollars by having readily available tools to assist in payroll, budgeting, forecasting, purchasing, cash management, check and electronic payments processing, internal controls, financial reporting, capital asset management, and audits. COGNOS is a vital tool for eFP users in creating reports for school district employees to help them better manage their areas of responsibility.
VLookup and Templates Craig Yaniglos, Treasurer/CFO, Brookfield Local SD	This training session will focus on tools and strategies for managing templates in areas such as receipts and payroll. VLookup is a powerful Excel tool that allows eFP users to become more efficient in processing in areas such as receipts and payroll. This training session will provide basic information to users to become more efficient in these areas. eFinancePLUS users, by virtue of using an all-encompassing financial accounting and HR solution, are better stewards of taxpayer dollars by having readily available tools to assist in payroll, budgeting, forecasting, purchasing, cash management, check and electronic payments processing, internal controls, financial reporting, capital asset management, and audits. This session will provide basic information that users will be able to use immediately to become more efficient in areas such as receipt posting and payroll processing.
COGNOS Training –Beginner Mary Adams, Project Specialist, Management Council Ohio Education Computer Network , Jeff Davis, Director of Student Information, The Management Council , Lisa Nash, Fiscal Systems Coordinator/EMIS, NEOnet, Todd Zimmerly, Fiscal Services Support Specialist, Tri County Computer Service Association	COGNOS training sessions focused on report creation within COGNOS 11. This training session will cover how to create reports using COGNOS 11 that can be used for presenting financial data to governing boards and stakeholders, budgeting, and cash flow forecasting. The reports and information can also be used for day-to-day operations and decision-making. eFinancePLUS users, by virtue of it being an all-encompassing financial accounting and HR solution, are better stewards of taxpayer dollars by having readily available tools to assist in payroll, budgeting, forecasting, purchasing, cash management, check and electronic payments processing, internal controls, financial reporting, capital asset management, and audits. Understanding the process used for presenting financial data to governing boards and stakeholders, budgeting, and cash flow forecasting is vital to a school business official. COGNOS is a powerful reporting tool to allow data (including accounting, purchasing, budgeting, human resources, and fixed assets) from eFinancePlus to be pulled into various report platforms (excel, pdf, etc.) that will allow the school business official operate more efficiently and make informed financial decisions.

COGNOS Training – Intermediate Mary Adams, Project Specialist, Management Council Ohio Education Computer Network , Lisa Nash, Fiscal Systems Coordinator/EMIS, NEOnet, Jeff Davis, Director of Student Information, The Management Council	COGNOS training sessions focused on report creation within COGNOS 11. This training session will cover how to create reports using COGNOS 11 that can be used for presenting financial data to governing boards and stakeholders, budgeting, and cash flow forecasting. The reports and information may also be used for day-to-day operations and decision-making. eFinancePLUS users, by virtue of it being an all-encompassing financial accounting and HR solution, are better stewards of taxpayer dollars by having readily available tools to assist in payroll, budgeting, forecasting, purchasing, cash management, check and electronic payments processing, internal controls, financial reporting, capital asset management, and audits. Understanding the process used for presenting financial data to governing boards and stakeholders, budgeting, and cash flow forecasting is vital to a school business official. COGNOS is a powerful reporting tool to allow data (including accounting, purchasing, budgeting, human resources, and fixed assets) from eFinancePlus to be pulled into various report platforms (excel, pdf, etc.) that will allow the school business official operate more efficiently and make informed financial decisions.