



## 3<sup>rd</sup> ANNUAL USERS' GROUP CONFERENCE

# Schedule

Wednesday, September 29th, 2010				
8:00 am to 9:00 am	Breakfast / Registration			
9:00 am to 10:00 am	Classroom 1 – Advanced Job Setup and Workflow	9:00 am to 10:00 am	Classroom 2 – My AccuBuild Reports – A Guided Tour	Computer Lab Open <b>Room Name:</b> TBD
10:00 am to 10:15 am	Break			
10:15 am to 11:30 am	Classroom 1 – Advanced Job Cost Tracking & Cost Analysis	10:15 am to 11:30 am	Classroom 2 – My AccuBuild Reports – Introduction to Report Design	Computer Lab Open <b>Room Name:</b> TBD
11:30 am to 12:30 pm	Lunch – Room TBD			
12:30 pm to 1:30 pm	Classroom 1 - Project Management Best Practices	12:30 pm to 1:30 pm	Classroom 2 – My AccuBuild Reports – Advanced Report Design	Computer Lab Open <b>Room Name:</b> TBD
1:30 pm to 1:45 pm	Break			
1:45 pm to 3:15 pm	Classroom 1 - Advanced Cash Management Techniques	1:45 pm to 3:15 pm	Classroom 2 – My AccuBuild Reports – Advanced Report Design	Computer Lab Open <b>Room Name:</b> TBD
3:15 pm to 5:00 pm	Classroom 1 - Advanced Accounting Methods for Payroll and AP	3:15 pm to 5:00 pm	Classroom 2 – My AccuBuild Reports – Advanced Report Design	Computer Lab Open <b>Room Name:</b> TBD
6:00 pm to 9:00 pm	Evening Reception / Cocktail Dinner Party <b>London Club</b>			

**Thursday, September 30th, 2010**

8:00 am to 9:00 am	Breakfast		
9:00 am to 10:00 am	Classroom 1 – Advanced Job Setup and Workflow	9:00 am to 10:00 am	Classroom 2 – My AccuBuild Reports – A Guided Tour Computer Lab Open <b>Room Name:</b> TBD
10:00 am to 10:15 am	Break		
10:15 am to 11:30 am	Classroom 1 – Advanced Job Cost Tracking & Cost Analysis	10:15 am to 11:30 am	Classroom 2 – My AccuBuild Reports – Introduction to Report Design Computer Lab Open <b>Room Name:</b> TBD
11:30 am to 12:30 pm	Lunch – Room TBD		
12:30 pm to 1:30 pm	Classroom 1 - Document Management Best Practices	12:30 pm to 1:30 pm	Classroom 2 – My AccuBuild Reports – Advanced Report Design Computer Lab Open <b>Room Name:</b> TBD
1:30 pm to 1:45 pm	Break		
1:45 pm to 3:15 pm	Classroom 1 - Advanced Reconciling & Reporting Techniques	1:45 pm to 3:15 pm	Classroom 2 – My AccuBuild Reports – Advanced Report Design Computer Lab Open <b>Room Name:</b> TBD
3:15 pm to 5:00 pm	Classroom 1 – Processing Reversals and Correcting Entries	3:15 pm to 5:00 pm	Classroom 2 – My AccuBuild Reports – Advanced Report Design Computer Lab Open <b>Room Name:</b> TBD

**Friday, October 1st, 2010**

8:00 am to 9:00 am	Breakfast	
9:00 am to 10:00 am	Classroom 1 - AccuBuild Tips and Tricks	Computer Lab Open <b>Room Name:</b> TBD
10:00 am to 10:15 am	Break	
10:15 am to 12:00 pm	Classroom 1 – AccuBuild Debut of AP Approval, Wish List & Year in Review.	Computer Lab Open <b>Room Name:</b> TBD
12:00 pm	Dismissal	