

WASWUG Initial Session List – Financial Management

Note: This session list is subject to change

Session Title	Session Audience	Session Description
Getting Your Data from Qmlativ	FINANCIAL MANAGEMENT HR QMLATIV CURRENT USERS DATA REPORTING	Explore the array of choices available in Qmlativ for accessing the data and generating the reports you require. This session will spotlight various features including list screens, data mining, and advanced reporting functionalities.
Budgetary Data Mining +	FINANCIAL MANAGEMENT SMS 2.0	Creation of reports in Budgetary Data Mining, Vendor Check History, General Inputs, and Batch Reports.
Accounts Receivable in Qmlativ	FINANCIAL MANAGEMENT QMLATIV FUTURE USERS	Accounts Receivable is used to record invoices that a district needs to issue to a payroll for money owed to the district. This session will include a general overview of the setup for Accounts Receivable in Qmlativ and how to process the invoices through the initial invoice issued to a payor to the deposit of the cash when received.
Qmlativ - Navigating Finance List Views	FINANCIAL MANAGEMENT QMLATIV FUTURE USERS	Come find out why everyone says List Views in Qmlativ is such a great tool. We will show you the basics of navigating and harnessing the full power of List Views in Qmlativ. Specifically, we will focus on modifying the List View by adjusting the View (adding, deleting, moving fields), modifying the Filter (filtering and sorting fields), adding List Totals, and creating Tiles on the Dashboard. In this session, we'll highlight Account Lists, Invoice Lists, PO Lists, Budgeting, and Vendor Lists.
Financial Reports: Data Mining Fields	FINANCIAL MANAGEMENT SMS 2.0	In this session we will review fields available in data mining reports, look at common parameters, and look at examples of combining two fields. Bonus Material: Review options for scheduling a data mining report!
Qmlativ County Treasurer Configuration and Processing	FINANCIAL MANAGEMENT QMLATIV CURRENT USERS	In this session, you will see how to process warrant files to send the required information to the County Treasurer. We will also cover the available configuration options.

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Qmlativ Introduction for Business Office Personnel	FINANCIAL MANAGEMENT QMLATIV FUTURE USERS	This session will provide an introduction to common features from a Business Office perspective including the Financial Management modules and flow.
Finance Reports: Sequences and Data Mining	FINANCIAL MANAGEMENT SMS 2.0	This session demonstrates the creation of Account Sequences and their role in producing Accounting/Finance reports. If you are looking for ways to accurately sort and subtotal on Budgetary Data Mining reports, this session is for you.
Qmlativ Credit Card Processing - All About Credit Card Transactions Setup	FINANCIAL MANAGEMENT QMLATIV CURRENT USERS	This session will provide an Overview of Credit Card Transactions, including setting up the import template, configuring the security groups, and adding credit cards and approval levels.
SMS 2.0 vs Qmlativ - Accounts Payable	FINANCIAL MANAGEMENT SMS 2.0 QMLATIV FUTURE USERS	In this session we will look at the fields for AP in Qmlativ and how they are the same/different than the fields in SMS 2.0. Then we will go through the process for Qmlativ AP and how it is the same/different from SMS 2.0. The goal is to show that the process might look different but is very similar to what you are currently doing. Get excited to migrate to Qmlativ!
How To Manage Expense Reimbursements in SMS 2.0	FINANCIAL MANAGEMENT SMS 2.0	Learn how an Expense Reimbursement flows through the system from entry to payment.
Managing Expense Reimbursements in Qmlativ	FINANCIAL MANAGEMENT QMLATIV CURRENT USERS	In this session, you will see how an Expense Reimbursement flows through the system from entry to payment. We will also explore the configuration options available and see how these configuration options impact the entry process.
Qmlativ Fiscal Budget	FINANCIAL MANAGEMENT QMLATIV FUTURE USERS	An overview of the Fiscal Budget process in Qmlativ. See how this often-confusing process in SMS is streamlined and much easier to manage in Qmlativ.
Introduction to Accounts Payable	FINANCIAL MANAGEMENT SMS 2.0	This session is an introduction to Accounts Payable. We will work with several invoices and see how they run through the Check Register process, ultimately generating payments to vendors. Come learn how to set invoice retention, understand Accounts Payable reports, and see tips for balancing along the way.

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Qmlativ Purchasing	FINANCIAL MANAGEMENT QMLATIV CURRENT USERS	This session is an overview of entering purchasing requisitions and processing them through the system. We'll include a brief discussion on Requisition and PO Group setup, demonstration of entering and approving requisitions, batch to open purchase order processing, and receiving on purchase orders.
Expediting Order Submissions	FINANCIAL MANAGEMENT SMS 2.0	In this session we will show you how to configure SMS 2.0 to email Purchase Orders to Vendors along with how to add attachments. We'll also show you how to configure eCommerce options along with how to create and process eCommerce orders.
Qmlativ Introduction to Accounts Payable Processing	FINANCIAL MANAGEMENT QMLATIV CURRENT USERS	This session will provide an introduction to entering AP Invoices, generating reports (Vouchers/Board Reports), processing warrants, and submitting the County Treasurer warrant register.
Credit Card Processing - Features and Highlights	FINANCIAL MANAGEMENT SMS 2.0	This session will introduce you to the SMS 2.0 Credit Card module. It will explore beneficial features.
Qmlativ AP Corrections and Invoice Processing	FINANCIAL MANAGEMENT QMLATIV CURRENT USERS	In this session, we will walk through how to adjust, void, and reissue AP-related invoices in Qmlativ.
Purchasing Encumbrance in Qmlativ - Three Types to Know About	FINANCIAL MANAGEMENT SMS 2.0 QMLATIV FUTURE USERS	In this session, we'll explore the three Encumbrance Types available in the Qmlativ Purchasing module and explore how they differ from SMS.
After the Update: Payroll's Impact on Financial Management - SMS 2.0	CROSS-PRODUCT HR PAYROLL FINANCIAL MANAGEMENT SMS 2.0	This session will help payroll, HR, and finance users understand the accounting implications of payroll processes using Skyward's SMS 2.0 software.

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After the Update: Payroll's Impact on Financial Management - Qmlativ	FINANCIAL MANAGEMENT HR PAYROLL CURRENT USERS QMLATIV	This session will help payroll, HR, and finance users understand the accounting implications of payroll processes using Skyward's Qmlativ software.