



American Data Group Inc. 2020 East Coast Users Group Conference Schedule & Registration

Organization: _____ Attendee: _____

Email: _____

Please check each session you plan to attend, INCLUDING LUNCHES. Please use ONE form per attendee.

Monday, March 9th

- _____ 8:30 AM to 12:00 PM Utility Billing System (including Meter Reading, Billing, Penalty & Disconnects, Bad Debt, Account Maintenance, and Reports)
- _____ **Lunch (included if you attend any session for the day; please mark if attending)**
- _____ 1:00 PM to 2:00 PM Utility Billing Work Orders
- _____ 2:00 PM to 3:00 PM Utility Billing CitizenLink, Web Account Inquiry & Payment
- _____ 3:15 PM to 5:00 PM ADG Letter Writer used in UBS, STS, FMS, and BPS/CE

Tuesday, March 10th

- _____ 8:30 AM to 10:30 AM Fixed Assets & Preventative Maintenance
- _____ 10:30 AM to 12:00 PM Inventory Control
- _____ **Lunch (included if you attend any session for the day; please mark if attending)**
- _____ 1:00 PM to 3:00 PM Building Permits and Code Enforcement and CitizenLink for Permit Inquiry, Contractor Inspections, and Payments
- _____ 3:15 PM to 5:00 PM Business Licensing w/CitizenLink for On-Line Renewals

Wednesday, March 11th

- _____ 8:30 AM to 9:30 AM ADG System Administration
- _____ 9:45 AM to 10:45 AM General Ledgers & Financial Reports
- _____ 10:45 AM to 12:00 PM Budget Preparation (G/L and Payroll)
- _____ **Lunch (included if you attend any session for the day; please mark if attending)**
- _____ 1:00 PM to 2:30 PM Purchasing & Requisitions
- _____ 2:45 PM to 4:00 PM Accounts Payable Processing
- _____ 4:00 PM to 5:00 PM Accounts Receivable, Cash Receipting & CitizenLink for Invoice Payments

Thursday, March 12th

- _____ 8:30 AM to 11:00 PM Payroll Processing & Reports
- _____ 11:00 AM to 12:00 PM Time Card/Clock & Leave Requests Processing
- _____ **Lunch (included if you attend any session for the day; please mark if attending)**
- _____ 1:00 PM to 5:00 PM Human Resources: Open Enrollment, Training Tracking, Position Control, Applicant Tracking, Personnel Action Requests

*** Please Return to ADG via Fax 303-741-4966 or email saj@adginc.net by February 28th. ***