



# 2024 ROCKY MOUNTAIN SCHEDULE

SEPTEMBER 12-13, 2024

Embassy Suites by Hilton Denver Central Park, Denver, Colorado

## THURSDAY, SEPTEMBER 12, 2024

START	END	SESSIONS
8:30 AM	8:45 AM	Introductions & Announcements
8:45 AM	9:15 AM	Product Roadmap & Updates
9:15 AM	9:45 AM	Here to Help: Customer Support

### TRACK 1: UB

START	END	SESSIONS
10:00 AM	12:00 PM	UBS: Billing Procedures, Tips, Tricks, & Reports   UBS: Customer & Location Management
<b>12:00 PM</b>	<b>1:00 PM</b>	<b>  LUNCH</b>
1:00 PM	3:00 PM	UBS: Spotlight (WO, Penalties, Meters)   UBS: Spotlight (CitizenLink, BF, etc.)
<b>3:00 PM</b>	<b>3:15 PM</b>	<b>  BREAK</b>
3:15 PM	4:00 PM	UBS: 3 <sup>rd</sup> Party Interfaces & System Optimization
<b>4:00 PM</b>	<b>5:00 PM</b>	<b>  ROUND TABLE UBS &amp; ASK THE EXPERT</b>
<b>5:00 PM</b>	<b>7:00 PM</b>	<b>  NETWORKING RECEPTION</b>

### TRACK 2: Fund Management System

START	END	SESSIONS
10:00 AM	12:00 PM	FMS: Tips, Tricks, Features   FMS: Electronic Requisitions, Purchase Orders, AP
<b>12:00 PM</b>	<b>1:00 PM</b>	<b>  LUNCH</b>
1:00 PM	3:00 PM	FMS: Spotlight (General Ledger & Reporting)   FMS: Spotlight (Budget Prep.)
<b>3:00 PM</b>	<b>3:15 PM</b>	<b>  BREAK</b>
3:15 PM	4:00 PM	FMS: Spotlight (Centralized Cash Receipting, Accounts & AR CLink)
<b>4:00 PM</b>	<b>5:00 PM</b>	<b>  ROUND TABLE FMS &amp; ASK THE EXPERT</b>
<b>5:00 PM</b>	<b>7:00 PM</b>	<b>  NETWORKING RECEPTION</b>



## FRIDAY, SEPTEMBER 13, 2024

START	END	SESSIONS
8:30 AM	9:45 AM	Welcome to Day 2 & Back to Basics

### TRACK 1: Payroll/HR

START	END	SESSIONS
10:00 AM	12:00 PM	PAYROLL/HR: Spotlight (ETC/Payroll Processing)
<b>12:00 PM</b>	<b>1:00 PM</b>	<b>  LUNCH</b>
1:00 PM	3:00 PM	PAYROLL/HR: Spotlight (System & Personnel Management)   PAYROLL/HR: Spotlight (Applicant Tracking & CitizenLink)
<b>3:00 PM</b>	<b>3:15 PM</b>	<b>  BREAK</b>
3:15 PM	4:00 PM	PAYROLL/HR: Spotlight (Personnel Requests & Open Enrollment)
<b>4:00 PM</b>	<b>5:00 PM</b>	<b>  ROUND TABLE PAYROLL &amp; CLOSING</b>

### TRACK 2: Other Applications

START	END	SESSIONS
10:00 AM	12:00 PM	SYSTEM MANAGER: Users & Menus   SYSTEM MANAGER: Configurations & System Optimization
<b>12:00 PM</b>	<b>1:00 PM</b>	<b>  LUNCH</b>
1:00 PM	3:00 PM	SALES TAX SYSTEM: All   SALES TAX SYSTEM: Spotlight (CitizenLink)
<b>3:00 PM</b>	<b>3:15 PM</b>	<b>  BREAK</b>
3:15 PM	4:00 PM	FIXED ASSETS SYSTEM: All
<b>4:00 PM</b>	<b>5:00 PM</b>	<b>  ROUND TABLE FIXED ASSETS &amp; CLOSING</b>