

# Breakout Session Descriptions



**A Guide to HR Conversions:** Find out how to best prepare your district for a LINQ HR conversion, including scheduling, coordinating between Finance and HR departments, cleaning up HRMS data and more.

**Accounting Cheat Sheet:** Find answers faster by learning the journal entries behind LINQ processes, including encumbrances, accounts payable and payroll accounting.

**Budget Builder:** Refresh your skills in Budget Builder ahead of the 2018 budget year.

**Connections:** An explanation of how LINQ connects to the outside world - follow your information to DPI, Home Base, NCEES, PeopleAdmin, AppliTrack, third-party providers and other outside entities.

**Fiscal Year End Fund Management:** Plan ahead for a successful fiscal year end - learn suggested procedures for Fund management at fiscal year-end and best practices for account balancing and other year end processes.

**Fiscal Year End Payroll:** Plan ahead for a successful fiscal year end - learn suggested procedures for Payroll and best practice for installments, accruals, and other year end processes.

**Fund Management User Panel:** In this session we'll highlight best practices and innovative strategies in Fund management/Accounts Payable, with a panel of experienced LINQ users sharing their expertise.

**How to get along with HR:** Learn how to make the most of the PR & HR integration, while establishing clear responsibilities for each department.

**Internal Controls:** In this session, we'll demonstrate how LINQ can help strengthen internal controls and make your district finances safer and more secure.

**Meals Plus & LINQ:** A review of the basic touch points between the two systems, along with when and how the two systems interact.

**New User Fund Management:** For new LINQ Users or as a refresher, this session will review Fund Management basics, including requisitions, purchase orders, processing payments and managing accounts.

**New User Payroll:** For new LINQ Users or as a refresher, this session will focus on recommendations for setting up pay groups, jobs, pay scales, pay periods, calendars and processing to achieve maximum efficiency and minimize errors.

**Orbit & LINQ:** This session focuses on minimizing ORBIT compliance issues while meeting NCDPI UERS requirements. Also included, how to handle exceptions and make ORBIT adjustments in the correct way.

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**Payroll User Panel:** In this session, we'll highlight best practices and innovative strategies in payroll management, with a panel of experienced LINQ users sharing their expertise.

**Reporting:** Review the LINQ reporting options, including the new SQL query capabilities, spreadsheet reporting, Excel downloads and standard reporting.

**School LINQ & K12 Payment Center:** Learn about new features that make collecting money from parents a breeze. Whether field trips, after school care or school fees we will share how new functions allow money collected online to flow into the correct school accounts.

**P-Card Payment Processing Options:** In this session, we'll discuss options for P-card accounts payable processing, including best practice guidelines from experienced LINQ users.

**Working Smarter with LINQ:** In this session, we'll use our support case experience to help you learn how to avoid costly mistakes - what to do and what not to do in LINQ.

## **Additional Information**

Advance registration is required.

Registration fee includes lunch and reception Wednesday, breakfast and lunch Thursday, breaks and all conference materials.

Registration is \$150 per attendee.