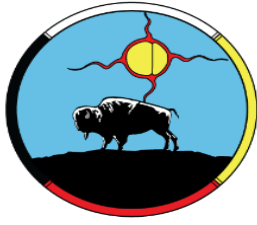


Using Your Sage Intacct Accounting Software July 10, 2024 – Agenda

Time	Outline
9:00 a.m. - 9:15 a.m.	Welcome, Opening Prayer & Introductions
9:15 a.m. – 10:30 a.m.	Get Ready to Master Sage Intacct! Join us for an exciting introduction to the powerful "core" Sage Intacct system. Discover how to effortlessly navigate Sage Intacct and explore the dynamic customization options that can enhance your user experience. Don't miss this chance to unlock the full potential of Sage Intacct and elevate your skills!
10:30 a.m. – 10:45 a.m.	Break
10:45 a.m. – 12:00 p.m.	Unlock the Power of Dimensions Join us as we delve deeper into Sage Intacct and explore the vital data differences and account code structure settings. This session will provide a comprehensive overview of your customization options, empowering you to determine the best setup and operational workflow for your Nation's entities.
12:00 p.m. – 1:00 p.m.	Lunch
1:00 p.m. – 2:30 p.m.	Achieve Financial Proficiency with Sage Intacct Participants will be shown how to perform basic accounting functions using Sage Intacct—we'll walk you through

	common procedures, such as entering bills and making payments, entering invoices, and receiving payments.
2:30 p.m. – 2:45 p.m.	Break
2:45 p.m. – 3:30 p.m.	Unleash the Power of Reporting and Dashboards Participants will learn how to run standard reports that deliver critical business and workflow insights. We'll also guide you through creating dynamic dashboards and performance cards, providing unparalleled visibility into your Nation's performance.
3:30 p.m. - 4:00 p.m.	Wrap Up, Participant Evaluation & Closing Prayer



Using Your Intuit QuickBooks Accounting Software July 11, 2024 – Agenda

Time	Outline
9:00 a.m. - 9:15 a.m.	Welcome, Opening Prayer & Introductions
9:15 a.m. – 10:30 a.m.	Getting Started with QuickBooks Desktop <ul style="list-style-type: none">• Introduction to QuickBooks Desktop• Installation and Setup<ul style="list-style-type: none">◦ Setting up a New Company File<ul style="list-style-type: none">▪ Best Practices for Account Numbers and Names• Navigating the QuickBooks Interface Importing Data into QuickBooks
10:30 a.m. – 10:45 a.m.	Break
10:45 a.m. – 12:00 p.m.	Understanding Lists in QuickBooks <ul style="list-style-type: none">• Overview of Lists• Managing Customer and Vendor Lists Managing Item and Payroll Item Lists
12:00 p.m. – 1:00 p.m.	Lunch
1:00 p.m. – 2:30 p.m.	Core Accounting Functions <ul style="list-style-type: none">• Managing Income and Expenses Banking and Reconciliation
2:30 p.m. – 2:45 p.m.	Break

2:45 p.m. – 3:30 p.m.	<p>Advanced Features</p> <ul style="list-style-type: none">• Tracking and Reporting<ul style="list-style-type: none">○ Common Reports in QuickBooks○ Generating Financial Reports<ul style="list-style-type: none">▪ Memorized Reports and Organizing Memorized Reports• Payroll and Employee Management<ul style="list-style-type: none">○ T4 Requirements○ Tracking Payroll Advances• Best Practices for First Nation Accounting <p>Using Separate QuickBooks Files for Different Programs</p>
3:30 p.m. - 4:00 p.m.	<p>Wrap Up, Participant Evaluation & Closing Prayer</p>

AFOA Manitoba
Using Your Sage Intacct Accounting Software – July 10, 2024
Using Your Intuit QuickBooks Accounting Software – July 11, 2024
Victoria Inn Hotel & Convention Centre – Winnipeg, Manitoba
1808 Wellington Avenue 1-204-786-4801

Workshop Registration Form

REGISTRANT INFORMATION	
Name:	
Position:	
Company:	
Mailing address	
Work #:	Email:

WORKSHOP REGISTRATION FEES includes Breakfast, Lunch, and Refreshments

Using Your Sage Intacct Accounting Software

Registration Fee: Non-AFOA Member \$ 600.00

Registration Fee: AFOA Member \$ 500.00

Using Your Intuit QuickBooks Accounting Software

Registration Fee: Non-AFOA Member \$ 600.00

Registration Fee: AFOA Member \$ 500.00

***** Maximum of 40 Participants for Each Workshop *****

Method of Payment: If paying by cheque make payable to AFOA Manitoba

Pay at Registration Desk (Cash, cheque or e-transfer to info@afomb.ca)

AFOA Membership # _____ (If Applicable)

Your signature is required as authorization of registration to the above noted workshop.

Signature _____

Date _____

Important Notice: By registering for the AFOA Manitoba workshop, you agree to allow AFOA Manitoba to use photographs/videos in which you may appear in all media formats.

AFOA - BUILDING A COMMUNITY OF PROFESSIONALS

**Registration with Hot
Breakfast at 8:00 a.m.
Workshops start
at 9:00 a.m.
Wellington Room**

Email registration form:
allan@afomb.ca

For more information:
Allan Munroe
allan@afomb.ca
1-204-620-2933

Accommodations:
Victoria Inn Hotel
1-204-786-4801
Group Code 315732

Mailing Address:
AFOA Manitoba
PO Box 33004-1485 Portage Ave.
Winnipeg, Manitoba
R3G 3N4

Website – afomb.ca

All participants are required to follow
provincial COVID-19 guidelines
