

Date	Time	Course #	Track	Title	Room	Level	Target	Description	Speaker(s)
Friday, March 04, 2016	8:00 a.m. - 8:30 a.m.	4106	AMS360-Accounting	Accepting DB Payments in the Office	214C	ALL	ALL	Whether you accept them or not, insureds will always try to pay their Direct Bill premium in your office. Discuss different ways of handling them and how AMS360 makes it easy to track these payments.	Janet Tuttle, TDECU insurance Agency, LLC Venus Tondreau, Lake Michigan Insurance Agency
Friday, March 04, 2016	8:30 a.m. - 9:00 a.m.	4107	AMS360-Accounting	Accepting Credit Card Payments in the Office	214C	ALL	ALL	This session will allow you to discuss this hot NCOM topic. See how others are accepting credit cards payments, or why not. Learn how you can process the accounting in AMS360 and make your customers happy.	Janet Tuttle, TDECU insurance Agency, LLC Venus Tondreau, Lake Michigan Insurance Agency
Friday, March 04, 2016	9:15 a.m. - 10:00 a.m.	4108	AMS360-Accounting	Tracking DB Deposit Receipts	214C	ALL	ALL	You've accepted DB payments and credit card payments in the office, learn how to track the DB Deposit receipts in AMS360. This session will allow you to take your customer payments, upload them to the carrier, and track it all!	Alisa Sutman, Field and Main Insurance
Friday, March 04, 2016	10:00 a.m.- 10:45 a.m.	4204	AMS360-Accounting	Deposits-Additional Receipts & EFTS	214C	ALL	ALL	Whether it's for an Agency Bill or Direct Bill account, in this session learn how to generate a deposit, add additional receipts that were already posted in AMS360, and create EFT receipts.	Janet Tuttle, TDECU insurance Agency, LLC
Friday, March 04, 2016	11:00 a.m.- 11:30 a.m.	4303	AMS360-Accounting	Bank Reconciliation	214C	ALL	ALL	Ensuring your bank account is reconciled monthly is vital to your agency. See what checks haven't been cashed, make sure all accounting transactions have been processed, and record interest or bank charges. This session will cover it all!	Alisa Sutman, Field and Main Insurance
Friday, March 04, 2016	11:30 a.m.- 12:15 p.m.	4304	AMS360-Accounting	Vendor Payables vs Recurring Checks/EFTS	214C	ALL	ALL	The battle is on between Vendor Payables and Recurring Checks/EFTS! Learn the unique differences of both and why you might want to incorporate both in your agency.	Janet Tuttle, TDECU insurance Agency, LLC
Friday, March 04, 2016	2:15 p.m.- 3:15 p.m.	4406	AMS360-Accounting & Admin Combined Session	My Agency Reports (New Reporting Tool)	214C	ALL	Accounting & Admin	Learn about the new Vertafore reporting tool! This session will discuss the what reports are available, how you can manipulate them, and what else is coming with this new feature.	Andy Ley, Vertafore
Friday, March 04, 2016	3:15 p.m.- 3:45 p.m.	4407	AMS360-Accounting & Admin Combined Session	Target List/Campaigns	214C	ALL	Accounting & Admin	Automate your marketing or customer contact efforts with Target Lists and Campaigns. See how these features work together to better serve your clients and make you look good.	Venus Tondreau, Michigan Insurance Agency Angela Painter, Angela Adams Consulting
Saturday, March 05, 2016	8:30 a.m.- 9:20 a.m.	5102	AMS360-Accounting	Premium Fields and Classic Reports, Part 1	214C	All	ADV	There are a variety of premium fields. Learn how to use them and how that data flows to your reports. Discover the difference between manual input and download of premium. Gain tips to make the connection between customer service and accounting.	Alisa Sutman, Field and Main Insurance

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Saturday, March 05, 2016	9:30 a.m.-10:20 a.m.	5202	AMS360-Accounting	Premium Fields and Classic Reports, Part 2	214C	All	ADV	There are a variety of premium fields. Learn how to use them and how that data flows to your reports. Discover the difference between manual input and download of premium. Gain tips to make the connection between customer service and accounting.	Alisa Sutman, Field and Main Insurance
Saturday, March 05, 2016	10:30 a.m.-11:20 a.m.	5302	AMS360-Accounting	Month-End/Year-End Best Practices, Part 1	214C	All	ADV	Come ready to finally get your arms around best practices for accounting monthly and yearly process. Learn procedures to verify your balance sheet receivable and payable accounts. Discover reports that assist in identifying errors in invoicing, proper use of recurring journal entries and expense allocations - all steps necessary to ensure your AMS360 reports truly reflect your financial state. Understand the year-end closing entry processes and teh budget system built into AMS360.	Alisa Sutman, Field and Main Insurance
Saturday, March 05, 2016	11:30 a.m.-12:20 p.m.	5402	AMS360-Accounting	Month-End/Year-End Best Practices, Part 2	214C	All	ADV	Come ready to finally get your arms around best practices for accounting monthly and yearly process. Learn procedures to verify your balance sheet receivable and payable accounts. Discover reports that assist in identifying errors in invoicing, proper use of recurring journal entries and expense allocations - all steps necessary to ensure your AMS360 reports truly reflect your financial state. Understand the year-end closing entry processes and teh budget system built into AMS360.	Alisa Sutman, Field and Main Insurance