

## **SPRING SEMINAR - Session Sneak Peek**

May 20, 2019- May 23, 2019

Doubletree by Hilton, Little Rock, AR

### **COURSE DESCRIPTIONS:**

#### **FEE ACCOUNTING AND LINDSEY SOFTWARE**

Learn how to get the most out of Lindsey Fee Accounting Services coupled with Software to maximize for efficiencies. Our team will cover using ShareFile to send monthly reports electronically, AP document management for a paperless solution, utility consumption, deposit entries and scanning information to improve reporting, and real time financial information.

#### **UNDERSTANDING FINANCIALS**

Basic financial statements (balance sheet, income statement, etc.) will be covered in this session, along with how to read financial statements and how these statements relate or work together. Our team will also demonstrate monthly analysis of the balance sheet and income statement using actuals versus budget or forecast and current period versus prior period.

#### **GENERAL LEDGER**

The General Ledger is our main accounting module that allows the processing of financial reports along with journal entries, deposits, and utility consumption tracking. These features will be highlighted as well as new and improved functionality and overall simplification of the financial reporting process.

#### **ACCOUNTS PAYABLE**

AP is one of our most popular accounting modules. Join us to learn everything this module can do and how it relates with the Bank Account Manager module and others for efficiencies.

#### **ACCOUNTS RECEIVABLES**

Lindsey's 8.0 and 8.1 enhancements now allows 90% of the daily work to be done from only one screen. Join this session to see all the benefits and efficiencies of this re-write of the AR module.

#### **MOBILE SOLUTIONS**

- Mobile Work Orders- Join us to see the new redesigned, more efficient work flow and user experience of our Mobile Work Order solution. The new interface provides an all-in-one work order detail screen; emergency work orders are more easily identified; and work order time

clocks can be more easily managed. Bring your iPads to this session to see the application first hand.

- Mobile Fixed Assets- Scanning barcodes through our fixed assets app can sync information back to your Lindsey desktop software eliminating any manual entries. Attend this session to learn how.
- Mobile Meter Reader- Learn how to read, enter, and upload meter readings easily with the meter reader mobile application.
- Mobile Inspections- Join this interactive training on how to use the latest mobile inspection app for both Section 8 or Public Housing. You will see how easy it is to save time and be more efficient in the process.

## **TENANT SCREENING**

Background screenings, credit and criminal checks, and benefits of The Work Number (all offered by The PI Company, a Lindsey partner) will be included in this training session. How to batch screen your applicants within Lindsey Software and HousingManager.com will also be covered.

## **ETENANT FILES, ESIGNATURES, AND DOCUMENT MANAGER**

ETenant Files with the signature pad is an excellent way to implement a paperless system. It reduces cost as well as the time it takes to access tenant information electronically. Document manager can provide paperless efficiencies as well. Join this course to learn how to simplify your process with these electronic options.

## **HOUSINGMANAGER.COM**

- HM Online Applications- Have you ever wondered how you can create, collect and manage your rental applications online? Join this session to learn how with our easy to use, time and paper saving online application tool within HousingManager.com.
- HM Resident Portal- Don't miss this session on the resident portal and how it can simplify your day job by reducing phone calls, foot traffic, and paperwork! Featured topics to include how to text and email communication and announcements through the message board, submitting maintenance requests, and rental payments.

## **OTHER SESSIONS TO POTENTIALLY INCLUDE:**

RAD and Tax Credits, Section 8 HUD Accounts Payable, VMS Reporting, Voucher reports, Word Processing Bridge, Receipt System, Best Practices in Book Keeping, and Understanding Auditor Reports

**NOTE:** *Be on the lookout in your inbox for the official schedule providing times and allowing for sign-ups.*