

NASU 2025 Agenda

Holiday Inn Express  
Nashville Downtown  
Conference Center



Wednesday,  
October 1<sup>st</sup>

	Arts District	Entertainment District	Business District	Theater District
1:00 – 2:50 pm	Wednesday Workshops – Schedule to be sent separately			
3:00 – 4:50 pm	Wednesday Workshops – Schedule to be sent separately			

“Welcome to Nashville” Reception (Entertainment District)

Keystone will host a reception at our hotel (Holiday Inn Express, Nashville Downtown).

We will provide heavy hors d’oeuvres and beverages.

5:00 – 7:00pm



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Thursday,  
October 2<sup>nd</sup>

## Legend:


= Financials (FIS)

= Tax Administration (PAAS)

= General Sessions

= Payroll / HR (KEMS)

= Community Impact (CIA)

	Arts District	Entertainment District	Business District	Theater District
8:30 am	Registration / Coffee & Tea*			
9:00 – 9:50 am	Welcome / Company Update (Entertainment District) <i>Judd, Dave, Steve</i>			
10:00 – 10:50am	Bank Reconciliation <i>Janette</i>	KeyNet Benefits Enrollment System <i>Steve, Scott</i>	Annual Billing Process / Vision Interface <i>Jarona, Tom</i>	Meta Queries 101 – all products <i>Mike, Nicole, Adam</i>
11:00 – 11:50am	Finding and Reporting on Financial Transactions (standard reports, MQ's, Wildcard screens, exports, report writer/runner) <i>Janette, Glen</i>	Calendar Year End, including the 2025 Overtime Tax Changes <i>Scott, Nicole</i>	Benefits of Check Scanning <i>Whitney Mullins (Wise County), Kamesa</i>	Application Security – Setting Up New Users; Attachments and Content Management <i>Mike, Steve</i>
12:00 – 12:50pm	Keystone-hosted Lunch			
1:00 – 1:50pm	“Your Organization on AI” Artificial Intelligence Product Demonstrations <i>Adam, Andy</i>			
2:00 – 2:50pm	Meta Queries for FIS & KEMS users (including Excel tips) <i>Nicole, Janette, Mike</i>	Position Control <i>Scott</i>	Debt Setoff <i>Tom, Kamesa</i>	Utility Billing <i>Glen</i>
3:00 – 3:50pm	KeyNet Financials - Budget Prep, Vendor Inquiry, Requisitions, Vendor Portal <i>Glen, Janette</i>	KeyNet Time and Attendance <i>Steve, Scott</i>	Meta Queries for PAAS users (including Excel tips) <i>Mike, Kamesa</i>	Payroll 101 <i>Nicole</i>
4:00 – 4:50pm	FIS/KEMS 26.1 update (anticipated release Winter 25/26) <i>Glen, Janette, Scott</i>	OPEN – schedule a 1:1 or follow-up from any session!	PAAS Enhancements and Round Table (Jarona / Tom, Steve, Kamesa)	OPEN – schedule a 1:1 or follow-up from any session!
6:00 pm	 <b>Keystone-hosted Dinner – with amazing live Theater!</b> <a href="#">Ole Red</a> <a href="#">300 Broadway</a> <a href="#">Nashville, TN 37201</a> Meet at restaurant at 6pm (½ mile walk, or coordinate travel as needed)			

\* Complimentary breakfast is included for all Holiday Inn guests, served from 6:30am – 9:30am in the breakfast area.

# NASU 2025 Agenda

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Friday,  
October 3<sup>rd</sup>

	Arts District	Entertainment District	Business District	Theater District
8:30 am	Coffee & Tea*			
9:00 – 9:50 am	Client Care Update and Keystone Client tips <i>Mike</i>			
10:00 – 10:50am	Encumbrances, Employee Cost Projections and Job Assignments - how they work together <i>Glen, Scott</i>	Onboarding New Employees (KeyNet New Hire), and KeyNet Employee change requests <i>Nicole, Steve</i>	Case Management <i>Kamesa, Rhonda, Whitney</i>	New A/P Invoice Import, using OCR / AI <i>Janette, Adam, Mike</i>
11:00 – 11:50am	FIS Round Table <i>Glen, Janette</i>	Job Requisitions (paying extra duty jobs) <i>Scott</i>	Centralized Collections / KeyNet Payment Portal / KeyPay <i>Tom, Steve</i>	KeyDocs / PDF Designer (creating and enhancing your own forms) <i>Mike</i>
12:00 – 12:50pm	Keystone-hosted Lunch			
1:00 – 1:50pm	FIS Imports and Exports** <i>Janette, Glen</i>	KEMS Round Table <i>Scott, Steve</i>	Virginia Motor Vehicle Processing / J.D. Power Interface <i>Jarona, Kamesa</i>	Cybersecurity / MFA Security with Keystone, including KeyNet integration with Duo <i>Andy, Adam, Wes Arney (Wise County), Mike</i>
2:00 – 2:50pm	G/L Best Practices / Cleanup <i>Janette, Glen</i>	OPEN – schedule a 1:1 or follow-up from any session!	OPEN – schedule a 1:1 or follow-up from any session!	HR 101 <i>Nicole</i>

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\*\* FIS Imports / Exports include: P-Card, AP Credit Cards, Positive Pay, ACH Payments, AR Direct Debit, AP Invoice Import, Journal Entries, Cash Receipts, Budget Prep, Budget Transfers, Budget Supplements, General Ledger – New Accounts, General Ledger Update Accounts, Mass Chart of Account Update, Shopping Cart Interfaces.

10:00 am –  
12:30 pm



**Country Music Hall of Fame Tour**

222 REP. JOHN LEWIS WAY S. NASHVILLE, TN 37203