

NASU 2024 AGENDA

Hilton Garden Inn
Kitty Hawk, NC



Wednesday,
October 2nd

“Welcome to Kitty Hawk” Reception

Keystone will host a reception at the [Kitty Hawk Pier House](#) on Wednesday evening,
5- 8pm.

We will provide heavy hors d’oeuvres and beverages on the ocean pier,
located on the beach behind the Hilton Garden Inn.

Address: 5353 N. Virginia Dare Trail, Kitty Hawk, NC 27949



NASU 2024 AGENDA

Hilton Garden Inn
Kitty Hawk, NC



Thursday,
October 3rd

Legend:

- = Financials (FIS)
- = Tax Administration (PAAS)
- = General Sessions
- = Payroll / HR (KEMS)
- = Community Impact (CIA)

| | Katharine Room | Orville Room | Wilbur Room | Board Room (smaller) |
|-----------------|--|--|--|---|
| 8:30 am | Registration / Light Breakfast with Coffee & Tea | | | |
| 9:00 – 9:50 am | Welcome & Company Update – Judd Van Dervort, Jr. Knowledge Base Overview – Mike Liggera | | | |
| 10:00 – 10:50am | Financial Report Writer – <i>bring your PC!</i> Janette | New Employees & KeyDocs (KEMS) – tips and tricks, employee letters, comp statements, etc. Nicole, Scott | PAAS Software Enhancement Highlights / Demo Tom, Jarona | Utility Billing / Collections Glen, Courtney, Joann |
| 11:00 – 11:50am | FIS Version 24.1 Discussion and Round Table Glen | Excel & Keystone Client – Tips & Tricks Mike | Case Management Whitney Mullins (Wise County, VA) and Kamesa | KeyNet Time and Attendance Steve, Nicole, Scott |
| 12:00 – 12:50pm | Finding Financial Transactions (standard reports, meta queries, wildcard screens, exports) – <i>bring your PC!</i> Janette | KeyNet Applicant, New Hire, Benefits Enrollment System Steve, Nicole, Scott | Keystone-hosted Lunch (PAAS / CIA attendees) | |
| 1:00 – 1:50pm | Keystone-hosted Lunch (FIS/KEMS attendees) | | Month-End Processing (collections) Tom | Real Estate Appraisal / CAMA <i>(double session)</i> Jarona, Courtney |
| 2:00 – 2:50pm | Accounts Payable: P-cards & Credit Cards Glen | Meta Queries 101 Workshop [all products] – <i>bring your PC!</i> Mike | Collections: Prepayments and Deposits Tom, Steve | |
| 3:00 – 3:50pm | KeyNet Financials, KeyNet Vendor Portal, Shopping Cart Interface, and Setup Req Approval Thresholds Joann, Glen, Mike | Payroll Processing Review Nicole, Scott | Debt Setoff - discuss ideas for process enhancements (NC & VA) Tom | Inspections & Permits Steve, Courtney, Jarona |
| 4:00 – 4:50pm | FIS Interfaces (ACH, positive pay, invoice importing, check reconciliation, journal entries, cash receipts, etc.) Glen, Janette | KEMS Fiscal Year End Processing Scott, Nicole | Centralized Collections & KeyNet Payment Portal (including ACH payment modifications in progress) Tom, Steve, Joann | Personal Property Valuations – Motor Vehicles, Watercraft, Business Personal Property, Mobile Homes Jarona, Courtney |
| 5:30 – 8:00pm | Keystone-hosted Dinner @ The Pony and the Boat 3712 N. Croatan Hwy, Unit A, Kitty Hawk, NC 27949 Shuttles will leave at 5:30 (or you can drive). The restaurant is approx. 10 mins from the hotel. Dinner will be served around 6:30. | | | |

NASU 2024 AGENDA

Hilton Garden Inn
Kitty Hawk, NC



Friday,
October 4th

- Legend:**
- = Financials (FIS)
 - = Tax Administration (PAAS)
 - = General Sessions
 - = Payroll / HR (KEMS)
 - = Community Impact (CIA)

| | Katharine Room | Orville Room | Wilbur Room | Board Room (smaller) |
|------------------------|--|--|--|--|
| 8:30 am | Registration / Light Breakfast with Coffee & Tea | | | |
| 9:00 – 9:50 am | Financials Control Parameters Glen | Calendar Year End Processing (ACA Maintenance, W-2, W-2c) Scott, Nicole | Virginia - J.D. Power Interface (Motor Vehicle Billing / Valuation Portal) Steve, Kamesa, Jarona, Courtney | North Carolina State Tax Reporting (TR-1, TR-2 demonstrations, plus AV50 information gathering) Tom |
| 10:00 – 10:50am | Miscellaneous Accounts Receivable Janette | Paying Extra Duty Jobs Scott, Nicole | Meta Queries (PAAS focus) - bring your PC! Joann, Courtney | <i>OPEN – available for 1-on-1 discussions with available KIS staff</i> |
| 11:00 – 11:50am | Application Administration / User Access / Security / 2FA Setup Mike | KEMS Version 24.1 Discussion & Round Table Scott, Nicole, Steve | KeyDocs for PAAS, including using PDF Designer – bring your PC! Courtney, Kamesa, Joann | The Evolving Landscape of Fraud Prevention: Latest Insights and Strategies Mike Doerr & Sierre Lindgren <i>Paymerang (a Corpay Brand)</i> |
| 12:00 – 12:50pm | Attachments to Keystone records (security driven by attachment type) Mike, Steve | Meta Queries (KEMS focus), including scheduled queries and other email notifications Nicole, Scott | PAAS Round Table Tom, Jarona | <i>OPEN – available for 1-on-1 discussions with available KIS staff</i> |
| 1:00pm | Keystone-hosted Lunch & Goodbyes | | | |
| 1:45 - 2:30pm | Free time to follow up on anything covered during NASU (all Keystone staff will be available for this time) | | | |

[Link to session survey](#) (or scan this QR code on your device).
 Each survey you complete counts as an entry into a prize drawing for a \$50 Amazon gift card! Multiple winners to be announced!

NASU 2024 Agenda

Hilton Garden Inn
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Saturday,
October 5th

Optional Saturday excursion

Guided tour in a customized Hummer H1 on the beach, viewing the wild horses of Corolla (approx. \$65 p/p). We will meet in the hotel lobby at 9am.

