

## **Adobe Connect CM Session – April 17, 2008**

<http://connect.extension.iastate.edu/p71756695/>

### **Adobe Connect CM Session Agenda:**

#### Error Message Documentation

- Printer Problems
- Importance of Dates in Cougar Mountain
- Transaction Report
  1. Project Report – Only OFU Funds
  2. Grant Report – Only OGU Funds
  3. Audit Report – All Funds, except AGY
  4. Agency Report – Only AGY Funds
- Review of the Monthly Reconciliation Checklist

## **Adobe Connect CM Session – June 19, 2008**

<http://connect.extension.iastate.edu/p40191136/>

### **Adobe Connect CM Session Agenda:**

- Changes in Year-End Carry Over Report – Laurie Gustafson
- Review of Agency Funds – Laurie Gustafson
- Discussion of Insurance Impact on CM Payroll Setup – Shel Mourlam
- Overview of Direct Deposit – Shel Mourlam
- Direct Deposit Setup in CM – Shel Mourlam
- Vendor Default Setup in CM – Shel Mourlam & Lori Meierotto
- Review Credit Card Reference Numbers – Shel Mourlam & Lori Meierotto
- Monthly Reconciliation Checklist – “Cheat Sheet” – Shel Mourlam
- Additional Questions – Shel Mourlam & Lori Meierotto

## **Adobe Connect CM Session – December 18, 2008**

<http://connect.extension.iastate.edu/p56745514/>

### **Adobe Connect CM Session Agenda:**

- W-2's
- 1099's
- 941's

## **Adobe Connect CM Session – February 19, 2009**

<http://connect.extension.iastate.edu/p66431211/>

### **Adobe Connect CM Session Agenda:**

1. Error Messages
2. Monthly Reconciliation Process for July & August
3. Question & Answer Session

## **Adobe Connect CM Session – March 19, 2009**

<http://connect.extension.iastate.edu/p98001965/>

### **Adobe Connect CM Session Agenda:**

1. Entering Budget into CM
2. How to Enter Beginning Balances for Reports
3. Creating Backups
4. Closing Payroll
5. Additional Questions

## **Adobe Connect CM Session – September 17, 2009**

<http://connect.extension.iastate.edu/p28861968/>

### **Adobe Connect CM Session Agenda:**

1. Adding and Removing Accounts in Chart of Accounts
2. Error Messages
3. Questions