

Mark Your Calendars to Attend

Vanguard User Group Meeting
Personal Property

Wednesday September 2nd, 2015
Stoney Creek Inn Columbia, MO

Stoney Creek Inn
2601 South Providence Rd
Columbia, MO 65203
1-800-659-2220

A block of rooms is being held at the Stoney Creek Inn & Conference Center until August 1st, 2015. You will need to make reservations before this date if you would like a room for the night of Tuesday September 1st and/or Wednesday September 2nd at the group rate of \$83.00. Mention your affiliation with Vanguard Appraisals, Inc. to receive the group rate. All reservations made within the group block must be guaranteed with a major credit card or an advance deposit. Please call 1-800-659-2220 to reserve a room. Cancellation of a guaranteed reservation made within a group block must be made before 6:00 pm one day prior to guest's arrival to avoid penalty of (1) night room and tax.



VANGUARD USER GROUP MEETING

Wednesday September 2nd-Personal Property

Tuesday September 1st

5:00 to 8:00 Meet & Greet with the Vanguard Staff

Wednesday September 2nd -PERSONAL PROPERTY

8:00 to 8:30 **Registration**

8:30 to 8:45 **Opening Session**
All VCS Staff
Kick off the 2015 UGM, welcome presentations and announcements

8:45 to 9:45 **Updates New Version**
Brad
This session covers all the enhancements to Version 13 for 2015. User suggestions and discussion are always welcome. Time permitted, we will hold a brief discussion on the 2016 Value Guide.

9:45 to 10:00 **Break**

10:00 to 10:45 **PP E-file from Filing to Processing**
Sherry
Oh how time flies! We are making our way to the 3rd year of e-filing, and with that many new jurisdictions have joined us on this adventure. We will begin by taking a walk through the e-file process from start to finish with me. Then, we will take extra time to cover new features and enhancements requested by you and your peers.

10:45 to 11:00 **Break**

11:00 to 12:00 **Personal Property year (Part 1)**
Jennie
This session will demonstrate the activities utilized in Vanguard during the first half of the Personal Property year. It will begin with the set up and printing of forms, progress through data collection and input, show the use of MyGuide to enhance and correct price guide errors or omissions, and conclude with data reports and corrections before Form 11.

12:00 to 1:30 **Lunch on your own**

1:30 to 2:45 **Personal Property year (Part 2)**
Joel
This session will demonstrate the activities utilized in Vanguard during the second half of the Personal Property year. It will begin with the process of creating a backup, activating the BOE Manager, running all the reports needed for the year end process and finish with getting your system ready for the new year.

2:45 to 3:00 **Break**

3:00 to 4:00 **Grab Bag**
Brad
This session is chalked full of tips and tricks that have been designed into the program to make your life just a little bit easier. This session has been rated "G" - Good fun for all ages.

4:00 to ??? **Closing and hospitality**

Stoney Creek Hotel & Conference Center
1601 South Providence Rd Columbia, MO

ADMISSION IS FREE TO ATTEND

Four ways to register:

On-line: www.camavision.com/events

Email: register@camavision.com

Phone: 319-365-8625

Mail: Vanguard Appraisals, Inc.
Attn: Teresa Ellerby
1065 Sierra Ct NE Suite D

First 50 People to register will receive the free office desk set

Classes-Wednesday September 2nd-starts at 8:30

Yes attending

No attending

Please register each attendee

Name: _____

Jurisdiction: _____

