

Cane Garden Fall 2017 Conference Agenda

We will provide lunch daily. The format of the conference will consist of overviews of areas of the software, and interactive hands-on lab to reinforce each topic.

Tuesday 11/14

09:00 – 09:15 Greeting, Opening Remarks

- Current Version - Review of new features and updates.
- Support and Issue logging.

09:15 – 10:30 Web Based New Software

- Entity Setup
 - Fiscal Year setup
- Cost Centers and Sub-Cost Center Setup
- Account Setup
- Journal Setup
- Back Account Setup
- Vendor Setup

Break and Drawing

10:30 – 11:00

- New Software Setup Lab

11:00 – 12:00 General Ledger Transactions – New Software

- Journal Transaction Entry
- Update General Ledger Detail

12:15 – 01:15 Lunch

01:30 – 02:30 Financial Reporting – New Software

- Transaction Reports
- Budget Reports
- Financial Reports

Break and Drawing

02:45 – 4:00 Financial Reporting Lab

04:00 – 05:00 Open Lab - Optional

- Review any area of the system you request.
- Bring your data to discuss methods, options and issues

Wednesday 11/15

- 09:00 – 10:00 Purchasing and the Dashboard Application for Program Directors
- How to setup and use the Dashboard
 - Purchase Requisitions
 - Location and Approval setup
 - Budget Authorization Setup
 - Approval Process – Purchasing
 - Outstanding Commitment Maintenance
 - Converting Outstanding Commitments to Payables

Break – Drawing

10:15 – 11:00 Purchasing and Dashboard Lab

- 11:00 – 12:00 Miscellaneous Updates
- Setting up Email for Purchasing and A/P Direct Deposit
 - Accounts Payable Direct Deposit
 - Email Vendors with DD notification
 - New Accounts Payable Reporting
 - Accounts Payable Options
 - Hold Recurring
 - New Accounts Payable Import
 - Simple
 - Complex
 - Active Chart of Accounts by Fund Report
 - Check Register – New variation of Totals
 - Auditing – New System Fiscal Year Close
 - Discussion on how new software will handle Audits
 - A/P Audit Reporting
 - Current Audit Reports and how to use them
 - Audit Trail Balance by Account
 - Entity Consolidated Audit Trial Balance
 - Audit Trail Balance to Exclude Codes

12:15 – 01:15 Lunch

01:30 – 02:00 Voucher Import Lab / Audit Trail Balance Lab

- 02:15 – 03:00 Generating 1099s and Printing
- Validating 1099s

Break Drawing

03:30 – 05:00 Open Lab - Optional

- Review any area of the system you request.
- Bring your data to discuss methods, options and issues

Thursday 11/16

09:00 – 10:00 Generating and Printing W2s

- What forms to use
- How to order forms

Creating and Generating 1095Cs

- Options for filing 1095C forms
- SSN Verifications

10:15 – 11:00 W2 and 1095C lab

Break Drawing

11:15 – 12:15 Human Resources

- Setting up Positions and Classifications
- Entering new Employees
- Logging Historical changes in HR
- Tracking Items

12:15 – 01:15 Lunch

01:30 – 03:30 Payroll Setup and Update options – Payroll Run best practices

- New Payroll update features
- Mass Rate Changes
- How to pull setups from other pay periods
- How to create a payroll import for special payrolls
- How Payroll Posting Works
- What you can do and what you can't do while running a payroll

03:00 – 03:30 Conference Review

- New Software Release Schedule

03:30 – 05:00 Open Lab - Optional

- Review any area of the system you request.
- Bring your data to discuss methods, options and issues