

Cane Garden Summer 2018 Conference Agenda

We will provide box lunches daily. You can have lunch by the pool, on the beach, or in your room. The format of the conference will consist of overviews of areas of the software, and then an interactive hands-on lab to reinforce each topic.

Wednesday 09/19

- 09:00 – 09:30 Greeting, Opening Remarks
Current Version and review of releases
 - How to implement the latest version

- 09:30 – 10:30 Microsoft Cloud based Financial System
 - Grants and Multi-Ledger Accounting
 - Structure of the system
 - Setup of Funding Sources
 - Setup of Vendors
 - Setup of Accounts

- 10:30 – 10:45 Break and Drawing

- 10:45 – 11:30 Cloud Version Software - Financial Setup Lab

- 12:15 – 01:15 Lunch

- 01:30 – 02:30 Review of New Financial System reporting
 - Upload Cane Garden Data from existing Legacy System.
 - Modules not yet in the cloud.
 - Cloud Based Financial Reporting
 - Cloud Based Year End Closing.

- 02:30 – 02:45 Break and Drawing

- 02:45 – 03:30 Cloud Based Audit and Financial System reporting lab

- 03:30 – 05:00 Open Lab – (Basics for Beginners)
 - Review of Basic Fundamentals of the Financial System
 - Basic Fund Accounting
 - Transactions
 - System Flow
 - System Security
 - Bring your data to discuss methods, options and issues

Thursday 09/20

- 09:00 – 10:00 Cloud based General Ledger Transactions
- Journal Entry
 - Check Entry
 - Update General Ledger
- 10:00 – 10:15 Break – Drawing
- 10:15 – 11:00 New System Release Plan
- Conversion to new SQL Database
 - On premise option
 - Cloud based option
- 11:00 – 12:00 General Ledger Transaction Lab – Cloud Based system
- 12:00 – 01:00 Lunch
- 01:30 – 02:30 Time System Overview
- Time Clock for Employees
 - Employee Leave Approval Requests
 - Employee Time Sheet Submission
 - Time Sheets for Exempt Employees
 - Employee Leave Approval Requests
 - Employee Time Sheet Submission
 - Supervisor Functions
 - Updating Time Clock Punches
 - Clocking Employees in and out
 - Approving Leave
 - Approving Time Sheets
 - Time Sheet submission
 - Time System Administration
 - Time System Administration
 - Setting up Time Periods
 - Importing Employee Data
 - Release Time Administration
 - Submitting Time Sheets
 - Transferring Time Sheets to Payroll
- 02:30 – 02:45 Break Drawing
- 02:45 – 04:00 HR System Training
- Employee Tracking
 - Employee Transactions
 - Reporting

04:00 – 05:30 Open Lab (Basics for Beginners)

- Accounts Payable Options
- Payroll

Friday 09/21

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
- Invoice entry process
- Outstanding Commitment Maintenance
 - Converting Outstanding Commitments to Payables

10:00 – 10:15 Break - Drawing

10:30 – 11:15 Financial Reporting

- Access Reports
 - How to setup and utilize “Access Reports”
 - Consolidated vs. Detail by Entity-Cost Center
 - Consolidated Line Item reports (New)
 - Board Reports
- Sub Cost Budgeting and Reporting

11:15 – 11:30 Break – Drawing

11:30 – 12:00 Interactive Lab – Access Reports and Sub-Cost Setup and Reporting

12:00 – 01:15 Lunch

01:15 – 02:15 Conference Wrap Up

- Development Requests
- Company Direction – New Software Release Schedule
- Questions, Suggestion