

Cane Garden
Fall 2022
Conference Agenda

The format of the conference will consist of overviews of modules in the new software, and then an interactive hands-on lab to reinforce each topic.

Tuesday 11/15

09:00 – 09:30 Greetings, Opening Remarks

09:30 – 10:30 Financial System Setup and Overview

- Overview and Workflow
 - Initial setup
 - Users
 - Roles
 - Accounts Payable Settings
 - Purchasing Settings
 - General Ledger Settings
 - Approval Groups
 - Approval Workflows
- Grids Filtering and Searching
- Report Filters

- Financial Overview and Setup
 - Balance Sheet and Posting Methods
 - Stand Alone Business Entities
 - Subsidiary Fiscal Years with Business Entity
 - Balanced Fiscal Years
 - Cost Centers
 - Accounts
 - Journals

- Fiscal Year and Business Entity Year End Closing
 - Transaction or New Closing Method
 - Trial Balance
 - Closed and Open Fiscal Years
 - General Ledger
 - Reporting Fiscal Years that are closed

10:30 – 10:45 Break (Drawing)

- 10:45 – 11:30 Inventory and Vehicle Maintenance
 - Inventory Setup
 - Classifications, Counties, Acquisition Types
 - Cash Receipt
 - Scheduled Maintenance
 - Work Orders
 - Inventory and Non-Inventory
 - Depreciation Posting
- 11:30 – 12:00 Inventory Maintenance, Work Orders and Depreciation Posting Lab
- 12:00 – 1:00 Lunch
- 1:00 – 2:00 Indirect Cost Allocation
 - Distributions
 - Allocations
 - Fixed
 - Variable
 - Custom Reporting
 - Report Categories
 - Custom Report Setup
- 2:00 – 2:15 Break (Drawing)
- 2:15 – 3:00 Indirect Allocation lab
- 3:00 – 5:00 Open Lab

Wednesday 11/16

- 09:00 – 10:30 Human Resources Overview
 - Human Resources
 - Deductions
 - Fringes
 - Release Time
 - Pay Types
 - Employee Setup
- 10:30 – 10:45 Break – Drawing
- 10:45 – 11:30 Human Resources lab
- 12:00 – 01:00 Lunch
- 01:00 – 02:30 Employee Portal
 - Leave requests
 - Pay stubs

- W2s

02:30 – 02:45 Break and Drawing

02:45 – 03:30 Employee Portal Lab

Thursday 11/17

09:00 – 10:00 Purchasing and Budget Management

- Purchasing Settings
- Approval Groups
- Approval Workflows and Budgets
- Purchasing Workflow - Process
 - Purchase Requisitions
 - Purchase Orders
 - Reporting
- Purchasing Master and Purchasing Administrator
- Budget Management and Reporting
 - Outstanding Commitments
 - Open Purchase Order research

10:00 – 10:15 Break – Drawing

10:15 – 10:45 Purchasing Lab

10:45 – 11:30 Accounts Payable

- Accounts Payable Workflow - Process
- Voucher Entry
 - Payment Methods
 - Direct Deposit, Check, Electronic, Manual Check
 - Posting and un-Posting vouchers
- Paying purchase orders
- Voucher Invoice Imports
- Voucher Imports
- Payment Processing
 - Direct Deposit, Check Write, Electronic, Manual Check
 - Recover Payment Process
 - Allow changing of vouchers selected for payment?

11:30 – 12:00 Accounts Payable Lab

12:00 – 01:00 Lunch

01:00 Conference Wrap Up after Lunch

- Human Resources and Payroll release plans