



## Cane Garden Spring 2023 Conference Agenda



EMBASSY SUITES®

Myrtle Beach - Oceanfront Resort

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.

### Wednesday 5/10

- 09:00 – 09:30 Greetings, Opening Remarks
- 09:30 – 10:15 New Financial System Setup and Overview
- Overview and Workflow
  - 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 Closing
    - Transaction or New Closing Method
      - Trial Balance
      - General Ledger
      - Budget Reports
  - Initial setup
    - Users
    - Roles
    - Approval Groups
    - Approval Workflows
    - Accounts Payable Settings
    - Purchasing Settings
- 10:15 – 10:30 Break (Drawing)
- 10:30 – 11:15 General Ledger Transactions
- Balancing accounts and Bank transactions
    - Journal Entry
    - Cash Receipt
  - Update General Ledger
  - General Ledger Maintenance
  - Financial Reporting Overview
    - Set Filters
    - Budget and Financial Reporting
    - Trail Balances
    - General Ledger Detail
    - Revenue and Expenditures

- 11:15 – 12:00 Financial Transaction and Reporting 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 Allocations and Custom Reporting Lab
- 3:00 – 5:00 Open Lab

**Thursday 5/11**

- 09:00 – 10:00 Human Resources and Payroll
  - HR Setup
    - Payroll Settings
    - Pay Types
    - Deductions
    - Fringe Benefits
    - Release Time
- 10:00 – 10:15 Break – Drawing
- 10:15 – 12:00 HR & Payroll Setup Lab
- 12:00 – 01:00 Lunch
- 01:00 – 02:30 Payroll Processing
  - Hours Entry
  - Pay Type Entry
  - Project Entry
  - Distributions and Posting
- 02:30 – 03:30 Payroll Processing Lab
- 03:30 – 03:45 Break and Drawing
- 03:45 - 05:00 Open Lab

**Friday 5/12**

- 09:00 – 10:00 Purchasing and Budget Management
- Purchasing Workflow - Process
    - Purchasing Settings
    - Purchase Requisitions
    - Purchase Orders
    - Reporting
  - Budget Management and Reporting
- 10:00 – 10:15 Break – Drawing
- 10:15 – 11:30 Purchasing Lab
- 11:30 – 12:00 Detail Maintenance Lab
- 12:00 – 02:30 Conference Wrap Up
- Release Schedule