# Cane Garden Spring
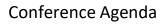## 2024
## Conference Agenda

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.

| Wednesday 5/22 | 9:00 – 9:30 | **Greetings, Opening Remarks, Setting The Tone** |
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| | 9:30 – 10:15 | **Financial System Setup and Overview**<br>• **Initial Setup**<br>   **Users**<br>   **Roles**<br>• **Financial Overview and Workflow**<br>    o **Transaction Balancing**<br>    o **Bank Transactions**<br>• **Year End Closing**<br>• **Audit Reporting** |
| | 10:15 – 10:30 | **Break (Drawing)** |
| | 10:30 -11:30 | **Funding Source accounting principles, regulations and compliance updates** |
| | 11:30 – 12:00 | **Financial Transactions and Reporting Lab** |
| | 12:00 – 1:00 | **Lunch** |
| | 1:00 – 1:30 | **Indirect Cost Allocation**<br>• **Distributions**<br>• **Allocations**<br>   **Fixed**<br>   **Variable** |
| | 1:30 – 2:00 | **Custom Reports (Board Reports)**<br>**Category Reports Sections** |
| | 2:00 – 2:15 | **Break (Drawing)** |
| | 2:15 – 3:00 | **Allocations and Custom Reporting Lab** |
| | 3:00 - 5 :00 | **Open Lab** |

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| **Thursday 5/23** | **9:00 – 9:30** | **Setting The Tone** |
| | **9:30 – 10:45** | **ZCAPPS**<br>• **Client Assistant Scheduling**<br>• **Workflow Management** |
| | **10:45 – 11:30** | **DBS Client Interface**<br>• **Uploading award payments from DBA**<br>• **Creating Vouchers for Payments**<br>• **Reconciling CGB with DBA awards** |
| | **11:30 – 11:45** | **Break** (Drawing) |
| | **11:45 – 12:00** | **DBA Client Interface Lab** |
| | **12:00 - 1:00** | **Lunch** |
| | **1:00 – 2:00** | **Time System Overview**<br>• **Time Setting**<br>• **Pay Period Maintenance**<br>• **Supervisor Interface**<br>    ○ **Release Time Approval**<br>    ○ **Time Review and Approval**<br>• **Payroll Interface** |
| | **2:00 - 2:15** | **Break** (Drawing) |
| | **2:15 – 3:00** | **Payroll Processing**<br>• **Payment Options**<br>    ○ **Pull form Previous payroll**<br>    ○ **Pull from Time System**<br>• **Payroll Charging Options**<br>• **Payroll Processing Steps** |
| | **3:00 – 4:00** | **Time system and Payroll Processing lab** |
| **Friday 5/24** | **9:00 – 9:30** | **Setting The Tone** |
| | **9:30 – 10:30** | **Purchasing and Budget Management**<br>• **Purchasing Workflow-Process**<br>    ○ **Approval Groups**<br>    ○ **Approval Workflows**<br>• **Purchasing Settings**<br>• **Purchase Requisitions**<br>• **Purchase Orders**<br>• **Budget Management and Reporting** |

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| | **10: 30 – 10:45** | **Break (Drawing) – Room checkout** |
| | **11:30 – 12:45** | **Purchasing Lab** |
| | **1:00 – 1:30** | **Detail Maintenance**<br>• **Rules for re-loading Transactions**<br>• **Process flow for reloaded transactions.**<br>• **Voided Checks**<br>    ○ **Reissue vs. Void**<br>    ○ **Effects on Purchase Orders** |
| | **12:00 – 12:30** | • |
| | | **Conference Wrap Up**<br>• **Release Schedule** |