



Cane Garden Fall 2026 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 11/10	9:00 – 9:30	Greetings, Opening Remarks, Setting the Tone
	9:30 – 10:30	Purchasing workflow review • How to track, change and complete purchase orders ○ Payment reporting ○ Cancel, Resetting, and Completing ○ How to add a PO Number to a completed Voucher • How to auto update Approval Workflows ○ Budgets General Ledger Settings and how they are used • Transaction Restrictions ○ Closed Fiscal Years ○ Transactions in Fiscal Year Dates ○ Allocations with auto-update fiscal year • Correcting Transactions ○ Accounts Payable Settings Management Dashboard • Budget Reporting ○ Setting Program Director Access • Cash Management
	10:30 – 10:45	Break (Drawing)
	10:45 – 11:30	Daily Bank Reconciliation • Bank Item Processing • Daily Reconciliation Report Monthly Reconciliation • Step by Step process ○ Report from GL ○ Processing Bank Items ○ Reconciliation Reports
	11:30 – 12:15	Bank Reconciliation Lab
	12:00 – 1:00	Lunch

	1:00 – 2:00	Accounts Receivable • Products • Providers • Invoices (Posting) • Payments (Posting and options)
	2:00 – 2:15	Break (Drawing)
	2:15 – 3:00	Accounts Receivable Lab
	3:00 – 4:00	Accounts Payable – New Payee Options • Paying Vendors, Employees or Customers with Vouchers • Payee History • Payee payments and reports
	4:00 – 5:00	Open Lab till 5:00

Wednesday 11/11	9:00 – 9:30	Setting the Tone
	9:30 – 10:30	Payroll Processing – Step by Step • Payment Options ○ Pull from Previous payroll ○ Pull from Time System ○ Pull from Static Time Sheets • Fringe Benefits • Leave Accrual and leave taken • Payroll Posting Options ○ Pay types ○ Distributions ▪ Fiscal Year Options ○ Distribution Override ○ Project hours – Different rates ○ Multiple Positions • Payroll Completion • Payroll Recovery • Tax Payments (IRS and State) Payroll Processing Steps
	10:30 – 10:45	Break (Drawing)
	10:45 – 11:00	Payroll Quarterly Reporting • SC Unemployment • 941 Reports • Tax Payments
	11:45 – 12:00	Payroll Lab

	12:00 - 1:00	Lunch
	1:00 – 2:00	Time System Overview • Time Setting • Pay Period Maintenance • Static Time Sheets • Supervisor Interface ○ Release Time Approval ○ Time Review and Approval
	2:00 - 2:15	Break (Drawing)
	2:15 – 3:00	Time review lab
	3:00 – 4:00	Human Resources Overview • Reports • Credentialing • Training • Document Signing • Recruiting
	4:00 - 5:00	Open Lab

Thursday 11/12	9:00 – 9:30	Setting the Tone
	9:30 – 10:15	Fixed Assets (All New) • Purchasing a Fixed Asset • Capitalizing a Fixed Asset • Depreciating a Fixed Asset • Disposing of a Fixed Asset Fixed Asset Carry Forward Reporting
	10:15 – 10:45	Break (Drawing) – Room checkout
	10:45 – 12:00	Vendor 1099s • Create 1099s • Printing and Electronic Filing • How to order forms and envelopes that work!
	12:00 – 12:30	Conference Wrap Up
		Release Schedule