



**Cane Garden Fall
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 11/13	9:00 – 9:30	Greetings, Opening Remarks, Setting The Tone
	9:30 – 10:15	Financial System Setup and Overview <ul style="list-style-type: none"> • Initial Setup Users Roles • Financial Overview and Workflow <ul style="list-style-type: none"> ○ Transaction Balancing ○ Bank Transactions • Year End Closing • 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 <ul style="list-style-type: none"> • Distributions • Allocations Fixed Variable
	1:30 – 2:00	Custom Reports (Board Reports) Category Reports Sections
	2:00 – 2:15	Break (Drawing)
	2:15 – 3:00	Allocations and Custom Reporting Lab
	3:00 - 5 :00	Open Lab

Thursday 11/14	9:00 – 9:30	Setting The Tone
	9:30 – 10:45	ZCAPPS <ul style="list-style-type: none"> • Client Assistant Scheduling • Workflow Management
	10:45 – 11:30	DBA Client Interface <ul style="list-style-type: none"> • Uploading award payments from DBA • Creating Vouchers for Payments • 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 <ul style="list-style-type: none"> • Time Setting • Pay Period Maintenance • Supervisor Interface <ul style="list-style-type: none"> ○ Release Time Approval ○ Time Review and Approval • Payroll Interface
	2:00 - 2:15	Break (Drawing)
	2:15 – 3:00	Payroll Processing <ul style="list-style-type: none"> • Payment Options <ul style="list-style-type: none"> ○ Pull form Previous payroll ○ Pull from Time System • Payroll Charging Options • Payroll Processing Steps
	3:00 – 4:00	Time system and Payroll Processing lab
Friday 11/15	9:00 – 9:30	Setting The Tone
	9:30 – 10:30	Purchasing and Budget Management <ul style="list-style-type: none"> • Purchasing Workflow-Process <ul style="list-style-type: none"> ○ Approval Groups ○ Approval Workflows • Purchasing Settings • Purchase Requisitions • Purchase Orders • Budget Management and Reporting

	10: 30 – 10:45	Break (Drawing) – Room checkout
	11:30 – 12:45	Purchasing Lab
	1:00 – 1:30	Detail Maintenance <ul style="list-style-type: none"> • Rules for re-loading Transactions • Process flow for reloaded transactions. • Voided Checks <ul style="list-style-type: none"> ○ Reissue vs. Void ○ Effects on Purchase Orders
	12:00 – 12:30	•
		Conference Wrap Up <ul style="list-style-type: none"> • Release Schedule