



Cane Garden Fall 2025 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 11/19	9:00 – 9:30	Greetings, Opening Remarks, Setting the Tone
	9:30 – 10:30	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"> • Fiscal Years and Business Entities <ul style="list-style-type: none"> ○ Transaction Balancing ○ Bank Transactions • Year End Closing • General Ledger Settings <ul style="list-style-type: none"> ○ Closed Fiscal Years ○ Transactions in Fiscal Year Dates • Correcting Transactions <ul style="list-style-type: none"> ○ Accounts Payable Settings
	10:30 – 10:45	Break (Drawing)
	10:45 – 11:30	<ul style="list-style-type: none"> • Document Upload • Custom Reports
	11:30 – 12:15	General Ledger Year End Close, Fixing Transactions and Custom Reports Lab
	12:00 – 1:00	Lunch
	1:00 – 2:00	Fixed Assets (All New) <ul style="list-style-type: none"> • Purchasing a Fixed Asset • Capitalizing a Fixed Asset • Depreciating a Fixed Asset • Disposing of a Fixed Asset • Fixed Asset Carry Forward Reporting
	2:00 – 2:15	Break (Drawing)
	2:15 – 3:00	Fixed Asset Lab
	3:00 – 4:00	Accounts Payable Approval Workflow (All New) <ul style="list-style-type: none"> • Accounts Payable Setting • Voucher Approval

		<ul style="list-style-type: none"> • Voucher Workflow • Free-Form vs Budget • Approval Groups Approval Workflow
	4:00 – 5:00	Accounts Payable Approval Workflow Lab Open Lab till 5:00

Thursday 11/20	9:00 – 9:30	Setting the Tone
	9:30 – 10:30	New Human Resource Module <ul style="list-style-type: none"> • Interface with Cane Garden Payroll • Job Posting <ul style="list-style-type: none"> ○ Applicant Information and Resume upload ○ Job Posting to “Indeed” • Credentialling • Training and Certifications • On boarding workflow • Review workflow Off boarding workflow
	10:30 – 10:45	Break (Drawing)
	10:45 – 11:00	Management Dashboard <ul style="list-style-type: none"> • Fiscal Responsibilities for the Dashboard. • Cash Flow – Daily Cash Balance Budgets and accrual
	11:45 – 12:00	HR or Dashboard 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
	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

	4:00 - 5:00	Open Lab

Friday 11/21	9:00 – 9:30	Setting the Tone
	9:30 – 10:00	Vendor 1099s <ul style="list-style-type: none"> • Create 1099s • Printing and Electronic Filing How to order forms and envelopes that work!
	10: 00 – 10:45	Break (Drawing) – Room checkout
	10:45 – 12:00	Detail Maintenance – Accounts Payable Settings for Correcting Transaction Posting <ul style="list-style-type: none"> • New settings for voucher editing. • 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 Release Schedule