



Cane Garden Spring 2025 Conference Agenda

The format of the conference will consist of overviews of modules and functionality with interactive hands-on lab to reinforce each topic.

Tuesday 05/20	6:00pm to 8:00pm	Meet and Greet at the Tiki bar beside the pool.
Wednesday 05/21	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 <ul style="list-style-type: none"> ○ Users ○ Roles General Ledger Transactions <ul style="list-style-type: none"> • Balancing accounts and Bank transactions • Journal Entry • Cash Receipts • Update General Ledger • Financial Reporting Overview <ul style="list-style-type: none"> ○ Set Filters • Budget and Financial Reporting • Trail Balance, Balance Sheet • General Ledger Detail New Process Flow – General Ledger Maintenance limitations. <ul style="list-style-type: none"> • Accounts Payable and Purchasing • Payroll Posting • Allocations New Information Reports <ul style="list-style-type: none"> • Vouchers with Checks • Check Copies • Vendor Purchase Orders
	10:30 – 10:45	Break (Drawing)
	10:45 -11:15	Financial Transactions, Correcting Transactions and Reporting Lab
	11:15 – 12:15	Audit Preparation, accounting best practices, accounting principles, regulations and compliance. Q&A <i>David Moore, CPA</i>
	12:15 – 1:15	Lunch – Buffet Provided by Cane Garden
	1:15 – 1:45	Year End Close and Auditing <ul style="list-style-type: none"> • Year End Closing <ul style="list-style-type: none"> ○ Transfer Balance Sheet

		<ul style="list-style-type: none"> • Audit Reporting <ul style="list-style-type: none"> ○ Audit Reporting Options
	1:45 – 2:00	Break – Drawing - Cookies and Coffee
	2:00 – 2:45	Inventory Transactions and Reporting <ul style="list-style-type: none"> • Inventory Transactions <ul style="list-style-type: none"> ○ Acquisitions ○ Depreciation Posting ○ Asset Retirement • Inventory Maintenance • Work Orders
	2:45 – 3:30	Inventory Transaction Lab
	3:30 – 4:15	Purchasing <ul style="list-style-type: none"> ○ Approval Groups ○ Budgeting and Approval Workflow <ul style="list-style-type: none"> ○ Closed and Inactive Fiscal Years ○ Effects of Budget Changes on Requisitions ○ Requisition entry and approvals ○ Purchasing Administrator ○ Purchasing Master <ul style="list-style-type: none"> ○ Action Items and reports ○ Researching outstanding purchase orders that should not be outstanding? ○ Voucher entry for paying a PO and how to adjust the PO if necessary and your policies allow it.
	4:00 – 4:30	The infamous Drawdown – Receivable? Best methods for tracking expenditures - and draws. Consensus on Best Practices – Everyone be prepared to participate in this one.
	4:30 – 5:30	Open Lab – Questions, Special Requests, Issues, Etc.
Thursday 05/22	9:00 – 9:30	Opening Remarks, Setting the Tone
	9:00 – 9:30	Management Dashboard <ul style="list-style-type: none"> • Fiscal Responsibilities for the Dashboard. • Cash Flow – Daily Cash Balance • Budgets and accrual
	9:30 – 10:15	ZCAPPS <ul style="list-style-type: none"> • Client Assistant Scheduling Workflow Management
	10:15 – 10:30	Break & Drawing
	10:30 – 11:30	Funding Source accounting principles, regulations and compliance updates. Q&A <i>Alberto Vasquez</i>
	11:30 – 11:45	Break & Drawing

	11:45 – 12:00	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 • Exempt Time Sheets <ul style="list-style-type: none"> ○ Project Hours ○ Static Time Sheets Pulling Hours from the Time System into payroll.
	12:00 - 1:00	Lunch on your own
	1:00 – 2:00	Payroll Processing <ul style="list-style-type: none"> • Payment Options <ul style="list-style-type: none"> ○ Pull from Previous payroll ○ Pull from Time System ○ Import from Spreadsheet • Payroll Charging Options Payroll Processing Steps
	2:00 - 2:45	Time system and Payroll Processing lab
	3:00 to 5:00	Open Lab – Basic Training
	6:00 until	Dinner on the Water North Beach Bar & Grill
Friday 5/23	9:00 – 9:30	Setting the Tone
	9:30 – 10:45	Cost Allocations <ul style="list-style-type: none"> • Distributions • Allocations <ul style="list-style-type: none"> ○ Fixed ○ Variable
	10:00 – 10:15	Break & Drawing
	10:15 – 11:00	Cost Allocation Lab
	11:00 – 11:30	New HR System – Overview – Release Date TBD <ul style="list-style-type: none"> ○ Job Postings ○ Online applications ○ Applicant Tracking ○ Employee Reporting
	11:30 – 12:00	Conference Wrap Up – Open Questions and Suggestions <ul style="list-style-type: none"> ○ Evaluations
	12:00	Final Drawing