



Spring Conference 2026

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 05/19	6:00pm to 8:00pm	Meet and Greet – Black Drum on the Patio
Wednesday 05/20	9:00 – 9:30	Greetings, Opening Remarks, Setting the Tone
	9:30 – 10:30	Financial System Setup and Overview • Initial Setup ○ Users ○ Roles • General Ledger Overview • Journals • Bank Accounts • Balancing accounts and Bank transactions • Journal Entry • Cash Receipts • Process Flow • Update General Ledger • Financial Reporting Overview ○ Set Filters • Budget and Financial Reporting • Distributions
	10:30 – 10:45	Break (Drawing)
	10:45 -11:15	Accounts Payable • Overview • Voucher Entry ○ Cash vs Accrual ○ Paying Purchase Orders ○ Recurring Vouchers ○ Vendor 1099 payments ○ Inventory Item Maintenance ○ Distributions • Payment Processing ○ Combining Vouchers or Separate checks

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		○ Addendums • Correcting Posting and Check Print problems.
	11:15 – 12:15	Accounts Payable Lab
	12:15 – 1:15	Lunch – Buffet Provided by Cane Garden
	1:30 – 2:30	Purchasing ○ Approval Groups ○ Budgeting and Approval Workflow ○ Closed and Inactive Fiscal Years ○ Effects of Budget Changes on Requisitions ○ Requisition entry and approvals ○ Purchasing Administrator ○ Purchasing Master ○ 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.
	2:30 – 2:45	Break – Drawing - Cookies and Coffee
	2:45 – 3:30	Purchasing Lab
	3:30 – 4:00	Bank Reconciliation Process • Steps, Reports Set GL Dates after Recon
	4:00 – 5:30	• Open Lab – Questions, Special Requests, Issues, Etc.
	Thursday 05/21	9:00 – 9:30
	9:00 – 9:30	Opening Remarks, Setting the Tone
	9:30 – 10:15	ZCAPPS – Human Resources Overview and Interface with Cane Garden ○ Job Postings ○ Online applications ○ Applicant Tracking Employee Reporting
	10:30 – 11:30	Static Time Sheet • New time sheet entry for employees not using a Time clock. Leave or Release Time Management • Employee Portal leave requests • Supervisor's approval ○ Time Sheet Leave entry
	11:30 – 11:45	Break - Drawing

	11:45 – 12:00	Time System Overview • Time Setting • Pay Period Maintenance • Supervisor Interface ○ Release Time Approval ○ Time Review and Approval Pulling Hours from the Time System into payroll.
	12:00 - 1:00	Lunch on your own
	1:00 – 2:00	Payroll Processing • Payment Options ○ 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
	2:45 – 3:00	Break and Drawing
	3:00 - 5:00	Open Lab – Basic Training
	6:00 until	Dinner – Local on the Water
Friday 5/22	9:00 – 9:30	Setting the Tone
	9:30 – 10:30	Fixed Asset Management • Acquisitions • Depreciation • Disposal • Reporting
	10:30 – 11:00	Fixed Asset Lab
	11:15 – 12:00	Management Dashboard • Fiscal Responsibilities for the Dashboard. • Budget Update
		Conference Wrap Up – Open Questions and Suggestions Evaluations
	12:00	Final Drawing