



# Course Catalog

**Sage MAS 200 and 90 classes for 2009**

Principal instructor: Sidney Kay Wells, CPA



2009



## Introduction and System Administration

### Introduction to MAS 90 and MAS 200

**This is the class for everyone**

(3 hours) \$150

CPE 3.5

Class Description: Getting started with Sage MAS 90 or 200 has never been easier. This course provides the fundamental skills new users need to begin navigating the system. Attendees will leave prepared to attend any of the application-specific training courses for further software proficiency and productivity.

### MAS 90 and MAS 200 for System Administrators

(4 Hours) \$250

CPE 4.0

Class Description: This course provides system administrators with the training they need to manage their Sage MAS 90 or 200 system.

### Sage MAS 90 and 200 Introduction and System Administrator (BOTH PRIOR CLASSES)

(1 day) \$345

CPE 7.5

Class Description: This course combines Introduction to Sage MAS 90 and 200 and the Sage MAS 90 and 200 for System Administrators into one comprehensive course. It is the ideal training option for students needing to become familiar with Sage MAS 90 and 200 and take responsibility for setting up companies, security, and utilize Library Master features and utilities.

### MAS 90 and MAS 200 Business Insights Explorer NEW (for everyone)

(2.5 hours) \$120

CPE 2.5

Class Description: Attend this course to learn about the Business Insights module. Information obtained in this course will help you to understand and use the capabilities of Business Insights Explorer (BIE), Dashboard (BID), and Reporter (BIR), increasing your ability to view, report, and use the important business data available in Sage MAS 90 and 200. This course is ideal for any individual who needs quick access to data, such as accounting or sales managers, customer service representatives, and business reporting personnel.

## Financial Applications

### Sage MAS 90 and 200 General Ledger

(1 day) \$345

CPE 7.5

Class Description: This two-part course teaches the fundamentals of setting up and operating the Sage MAS 90 and 200 General Ledger. In this class, you will gain a basic understanding of multiple General Ledger setup options and learn how to define the chart of accounts. You will also learn the daily processing functions like entering journal entries. Register today and gain the required skill-set to retrieve information quickly, reduce processing time, and increase productivity!

### Processing in General Ledger for Sage MAS 90 and 200

Available upon request



COURSE CATALOG SAGE MAS 90\_200 ERP SOFTWARE - 2009

(4 hours) \$250

CPE 4.0

Class Description: This course provides the General Ledger Specialist responsible for entering journal entries with the skills they need to complete their job efficiently and accurately using the General Ledger module.

**Sage MAS 90 and 200 Accounts Payable**

(1day) \$345

CPE 7.5

Class Description: This course offers the Sage MAS 90 and 200 user the opportunity to take advantage of the power and usability of the Accounts Payable module. Learn how to implement the software to meet your company's requirements and the processing skills to improve accuracy and save valuable time throughout your daily Accounts Payable tasks.

**Processing your Accounts Payable in MAS 90 and MAS 200**

Available upon request

(4 hours) \$250

CPE 4.0

Class Description: This course provides the Accounts Payable Specialist with the skills they need to complete their job efficiently and accurately using the Sage MAS 90 or 200 Accounts Payable module.

**Sage MAS 90 and 200 Accounts Receivable \***

(1day) \$345

CPE 7.5

Class Description: This course is your first step toward streamlined receivables processing and quicker invoice payments. In this course you will learn how to set up the module based upon your company's requirements, and the fundamentals of entering invoices, cash receipts and recurring invoices.

**Processing your Accounts Receivable in MAS 90 and MAS 200**

Available upon request

(4 hours) \$250

CPE 4.0

Class Description: This four-hour course provides the Accounts Receivable Specialist and/or Sale Representative responsible for entering invoices with the skills they need to complete their job efficiently and accurately using the MAS 90 or MAS 200 Accounts Receivable module.

**Sage MAS 90 and 200 Payroll\***

(1 day) \$345

CPE 7.5

Class Description: Attending this course will teach you the fundamentals of setting up and operating the MAS 90 and MAS 200 Payroll system. Learn how to define payroll parameters and implement the system, as well as the daily processing functions that will help the payroll specialist in your company complete their job efficiently and accurately.

**Processing Payroll in MAS 90 and 200**

Available upon request

(4 hours) \$250

CPE 4.0

Class Description: This course provides the Payroll Specialist with the skills they need to complete their job efficiently and accurately using the Sage MAS 90 or 200 Payroll module.



## Multiple Class Discounts

### **Sage MAS 90 and 200 Core Applications without Payroll**

(4 days) \$1,175

CPE 26.0

Class Description: This comprehensive class is a great starting point for individuals needing a complete understanding of the Core Accounting modules. Attendees will learn how to implement, navigate, and operate the core applications, including Library Master, General Ledger, Accounts Payable, and Accounts Receivable. Register today and gain the required skill-set to retrieve information quickly, reduce processing time, and increase productivity!

### **Sage MAS 90 and 200 Core Applications with Payroll**

(5 days) \$1,380

CPE 33.0

Class Description: This comprehensive class is a great starting point for individuals needing a complete understanding of the Core Accounting modules. Attendees will learn how to implement, navigate, and operate the core applications, including Library Master, General Ledger, Accounts Payable, Accounts Receivable, and Payroll. Register today and gain the required skill-set to retrieve information quickly, reduce processing time, and increase productivity!



## OPERATION APPLICATIONS

### Sage MAS 90 and 200 Inventory Management

(1 day) \$345

CPE 7.5

Class Description: This course guides attendees through the major functions of the Inventory Management solution. Register today and learn the fundamental steps to setting up the module, as well as the process of tracking and monitoring inventory.

### Sage MAS 90 and 200 Purchase Order Processing

(1 day) \$345

CPE 7.5

Class Description: Learn how to improve accuracy and squeeze unnecessary costs out of your purchasing process. This class provides detailed information and curriculum for implementing and operating your Purchase Order solution.

### Sage MAS 90 and 200 Sales Order Processing

(1 day) \$345

CPE 7.5

Class Description:

Now you can access the information you need, when you need it, for smoother flowing sales order processing. You'll save time and money using these powerful features.

### Sage MAS 90 and 200 Return Merchandise Authorization (RMA)

(1 day) \$345

CPE 7.5

Class Description: Participants in this informative class will learn all the necessary steps for tracking and processing returns with the Return Merchandise Authorization (RMA) module. By attending, you will be on the fast track to managing your company's returns process with maximum efficiency and accuracy.

### Bill Of Materials for Sage MAS 90 and 200

(1 day) \$345

CPE 7.5

Class Description: This valuable course empowers you with the skills needed to easily create and maintain detailed bills of components and produce more accurate and informative reports. We'll cover all aspects of the Bill of Materials application, including the steps needed for setup, entering different bills and entering options and gauging their effect on production entry and sales order entry.

### Work Order Processing for Sage MAS 90 and 200

(1 day) \$345

CPE 7.5

Class Description: Gain more control and improve productivity throughout your manufacturing operation by attaining a full understanding of the Work Order module. With newfound knowledge about the application's capabilities, you'll be positioned to accurately track the entire process through routings, scheduling and more.

Continued



**Material Requirement Planning (MRP) for Sage MAS 90 and 200**

(1/2 day) \$250

CPE 4.5

Class Description: The Material Requirements Planning (MRP) module is used to maintain sufficient on-hand materials based on supply and demand. In this class you will learn the fundamentals of how this application can be used to reduce material costing and improve efficiency throughout your manufacturing or distribution operation.

**MAS 90 and 200 Job Cost**

(2 days) \$690

CPE 15.0

Class Description: This valuable class focuses on the Job Cost module and its integration with Accounts Payable, Accounts Receivable, General Ledger, Inventory Management, and Payroll. Improve accuracy and efficiency by attending this valuable course.

**Multiple Class Discounts**

**Distributions Application Bundle**

(3 days) \$1,035

CPE 22.5

Class Description: A streamlined distribution operation begins with this comprehensive training course, which covers Inventory Management, Sales Order and Purchase Order. You'll become more productive with insights into the timesaving features provided by the Sage MAS 90 and 200 Distribution Solution.

**Manufacturing Applications Bundle**

3 1/2 days) \$1,175

CPE 26.0

Class Description: Learn how to save time and money throughout your wide-ranging manufacturing processes and procedures. As an attendee, you'll discover the productivity-boosting features provided by each of the key manufacturing modules – Inventory Management, Work Order, Bill of Materials, and Material Requirements Planning.



## REPORT WRITING

### FRx for Sage MAS 90 and 200

(2 day) \$690

CPE 15.0

**Class Description:** This class provides a basic understanding of the features and functionality of FRx. Learn how to link to external worksheets and create financial reports combining multiple Sage MAS 90 companies. By learning the ins and outs of this report writer, you can design presentation-quality financial reports that provide insights into your business and support for your decisions.

### Introduction to Crystal Reports for Sage MAS 90 and 200

(2 days) \$690

CPE 15.0

**Recommended Prerequisite:** Attendance in the Sage MAS 90 and 200 Data File Structures course.

**Class Description:** Reporting is an essential tool to any business. Attend this 2 day course to learn the fundamentals of using Crystal Reports. This course will begin by creating a simple report by accessing your accounting data and applying formatting, and will progress to more complex concepts such as using multiple tables and creating user-defined parameter fields. Learn to create presentation quality reports and the new features of Crystal Reports version 10.

## TECHNICAL

### Sage MAS 90 and 200 Data File Structures

(1 day) \$345

CPE 7.5

**Class Description:** This essential class provides a solid foundation for successfully implementing and operating Sage MAS 90 and 200 add-on applications. By attending this course you will learn about the data file structures for efficient use of Visual Integrator, Crystal Reports, and Business Alerts.

### Customizer for MAS 90 and MAS 200

(1 day) \$345

CPE 7.5

**Class Description:** Here's a big boost for your daily productivity: a class that demonstrates how to create customized user-defined fields, User-defined tables, and modify screens to your specification. This module was formally taught as a part of the Custom Office Class, but with the new features and capabilities released with version 4.x, it is now taught in a full one-day format.

### Visual Integrator for MAS 90 and 200

(2 day) \$690

CPE 15.0

**Class Description:** You'll be amazed at how efficiently and accurately you can import and export data to and from MAS 90 and MAS 200 after attending this hands-on course. With your newly acquired skills, you'll gain deeper insights into your business and improve productivity.



**Business Alerts for MAS90 and 200**

(1 Day) \$395.00

CPE 7.5

Required Prerequisites: Proof of attendance in the Sage MAS 90 and 200 Data File Structures course and a working knowledge of the Core and Wholesale Applications.

Class Description: This course will teach attendees how to implement and use the Business Alerts module to monitor and improve business performance. After learning how to configure the solution, you will create and customize alerts.

**Class Tuition Discount if taken and paid for together**

**Multiple Student Discount**

Second student from same company in same class	10.0%
All additional students from same company in same class	10.0%

**Policy for retaking class**

Absolute Business Solutions, Inc. has the following policy regarding repeating the SAME class for no additional cost:

If the original student desires to retake a class then the following conditions apply:

- Class must be taken within 6 months of original class
- Student must supply own manual
- The class must have other students who are not retaking the class.



**Schedule of Classes:**

MAS 500 classes are taught as requested. Please contact Sidney Wells to find a mutually accepted date and time for your desired class(es) at (801) 892-5450 or [Sidney.Wells@GoWithABS.com](mailto:Sidney.Wells@GoWithABS.com)

**Pre-Class Confirmation (sent via email to confirm class):**

- Please verify that all information is correct. If there are any changes required, please email Sidney Wells at [Sidney.Wells@GoWithABS.com](mailto:Sidney.Wells@GoWithABS.com) or write corrections on the confirmation and fax back to (801) 892-5905.

**Payment:**

- Payment must be received before first day of class
- Second student (or more) from same company receives 10% discount

**Class Information:**

- Classes are held at our training facility on the second floor of the location listed in the header of this confirmation. Major cross streets are 7000 South and 1300 West just off I-15 at 7200 South going west. 7200 South turns into 7000 South.
- Classes begin at 8:30 AM and end at approximately 5 PM.
- Dress code for class is casual.
- Morning and afternoon snacks will be provided, but lunch will not. Breaks for lunch usually occur close to noon. There are many eateries in the area including Burger King next door, and several fast food restaurants at the intersection of 7000 South and Redwood Road (just west of our location).
- Manuals for class are provided and yours to keep, but you may want to bring a highlighter, pen and/or pencil.
- The use of tape recorders is not permitted.

**Out of Town Students:**

You will need to make your own hotel and/or airline reservations.

The following hotels are near our training location:

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|------------------------|------------------------------|------------------|--------------|
| • Crystal Inn          | 818 E Winchester St          | Murray, UT       | 801-685-9300 |
| • Homewood Suites      | 844 E North Union Ave        | Midvale, UT      | 801-561-5999 |
| • Country Inn & Suites | 10499 S South Jordan Gateway | South Jordan, UT | 801-553-1151 |