

**January 2012 – March 2012
MAS 90 & 200 Classroom Training Schedule**

Jan 2012				
Mon	Tue	Wed	Thur	Fri
2	3	4	5	6
9	10	11	12	13
16	17 DF	18 VI	19 VI	20
23	24 BOM	25	26	27
30	31			
Feb 2012				
Mon	Tue	Wed	Thur	Fri
		1	2	3
6	7	8 IM	9 WO	10
13	14	15 PO	16 SO	17
20	21	22 IC	23 IC	24
27	28	29		
March 2012				
Mon	Tue	Wed	Thur	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19 LM	20 GL	21 AP	22 AR	23 PR
26	27	28	29	30

Accounts Payable (AP) \$395 Wed, Mar 21**
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 use 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.

Accounts Receivable (AR) \$395 Thur, Mar 22**
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.

Advanced Crystal Reports (AC) \$850 TBA
This course is designed to teach you how to develop more advanced reports. Learn how to develop more advanced formulas using variables and how to handle common formula issues. Advanced linking of tables and linking tips will be discussed. Additionally, this course will provide you with a basic understanding of how Sage MAS 90 and 200 graphical forms are modified using Crystal Reports along with tips for form optimization and troubleshooting.

Pre-requisites: MAS 90/200 Data File/Intro Crystal

**Basic Crystal Reports (IC) \$790
Wed/Thur, Feb 22/23**

Reporting is an essential tool to any business. Learn the fundamentals of using Crystal Reports and how to create presentation quality reports in this 2 day course. 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.

Discounted Bundle classes

****Distribution (IM, SO, PO) \$1070**
****Core Bundle (LM, GL, AP, AR) \$1345**
Include PR \$1580

Students attending classes at our training center receive a training manual and are provided use of a Windows workstation

***Earn CPE credit!**

Data File Structures (DF) \$395 Tues, Jan 17
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.
Data File Structures is a pre-requisite for Advanced Crystal and Visual Integrator.

General Ledger (GL) \$395 Tues, Mar 20**
Save valuable time & enhance your productivity with these General Ledger skills that enable you to understand all setup options, define the chart of accounts, make journal entries & generate standard and custom financial statements. This course also explains other reporting options and relevant integration issues.

Intro/Library Master (LM) \$395 Mon, Mar 19**
This class shows you how to navigate within the MAS 90/200 system. You'll also learn topics and features such as customizing the Launcher, printing forms, security, creating a company, task menus and Report Manager. For Users and Administrators alike.

Inventory Mgmt (IM) \$395 Wed, Feb 8**
Successful inventory mgmt starts with these important insights into setting up your Inventory Mgmt System, including how to enter inventory items, kits & transactions & how to use these tools to count & update your physical inventory. We will also discuss integration issues & reporting options.

Payroll (PR) - \$395 Fri, Mar 23**
In just one day, you'll learn how to set up your payroll system, including defining payroll parameters, pay rates, entering employees, time card entry and generating payroll checks. By taking advantage of the power and usability in Payroll, you can increase productivity, save processing time and utilize different reporting options

(See page two for more class descriptions and the class enrollment form)

Purchase Order (PO) \$395 Wed, Feb 15**

This is an excellent opportunity to learn how to keep more accurate records of important purchase transactions, make better purchasing decisions and access vital purchasing information when you need it. In just one day, you'll be able to streamline your purchase order and payable entries operation with new-found knowledge about setting up the Purchase Order system, creating various purchase orders, receiving items and learning different reporting and inquiry options for added efficiency.

Sales Order (SO) - \$395 Thur Feb 16**

Now you can access the information you need, when you need it, for smoother flowing sales order processing. This targeted course focuses on setup, daily processing, reporting and period-end processing. You'll save time and money using these powerful features!

Visual Integrator (VI) \$790

Wed/Thur, Jan 18/19

Learn to efficiently & accurately import & export data to & from Sage MAS 90/200, create & maintain import & export jobs, work with various file types, add jobs to your Sage MAS 90/200 menu. With your newly acquired skills, you'll be able to improve productivity, reduce data entry errors and save time. You will be able to use ODBC data sources and define calculation expressions, runtime variables and conditional expressions. **Data File Structures is a pre-requisite for Advanced Crystal and Visual Integrator.**

Work Order (WO) \$395 Thurs, Feb 9

You will learn how to setup the module, define the various inputs into the manufacturing process, setup customized routings, create, enter and track work orders. You will be able to generate and analyze reports. **Recommended pre-requisite: Sage MAS 90/200 Inventory Mgmt**

Bill of Materials (BOM) \$395 Tues, Jan 24

You will learn to easily create and maintain detailed bills of components and produce more accurate and informative reports. You will learn 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. **Recommended Prerequisite: Sage MAS 90/200 Inventory Mgmt**

Registration & Cancellation Policy: Deadline for registration is 5 business days prior to the class. Registrations will be accepted after the deadline, based upon availability and are subject to a surcharge for expediting fees for curriculum. If the minimum attendance requirements, as determined by SCI, are not met by the deadline, classes will be cancelled. If an attendee is registered for a class that is cancelled, notification will be made by the deadline. For student cancellations made 5 or more business days prior to the first day of class, tuition will not be refunded, but may be applied to a future class within the next year. For cancellations made less than 5 business days prior to class, tuition is forfeited and will not be transferred or refunded.

Class Times: Classes are from 8:30 a.m. to 4:30 p.m. with a one-hour lunch break. Refreshments and breakfast baked goods are served upon arrival. Refreshments are available throughout the day. There are morning and afternoon breaks. Lunch is not provided with the class fee but there are many restaurants and fast food choices close to the office.



Sage Software, the Sage Software logos, and the Sage Software Product and service names mentioned herein are registered trademarks or trademarks of Sage Software, Inc. or its affiliated entities. All other trademarks are the property of their respective owners. Crystal Reports® is the registered trademark and technology of Business Objects SA.

Return Merchandise Authorization (RMA) \$395 TBA

Please call or email if you have an interest in the classes listed as TBA (to be announced) so we can contact you when available

Enrollment

Please provide the appropriate information and fax to the attention of Dana Conner at 918.299.5034 or e-mail to dconner@stewardconsulting.com

Company Name

Phone #

Fax #

Attendee #1

e-mail Address

Class Names & Dates

Attendee #2

e-mail Address

Class Names & Dates

Payment Method: Check Credit Card

Card Type: AmEx Disc MC Visa

Card Number

Exp Date

Name on Card

Validation Code

Payment must be made in advance by check or credit card to secure your seat. *Schedule is subject to change without notice.

Your reservation will be indicated by your receipt of a class confirmation

Steward Consulting, Inc.
7718 E. 91st Street, Suite 200
91st & Memorial
Tulsa, OK 74133
918.299.7514
918.299.5034 – fax
www.stewardconsulting.com