

# FULL-DAY COURSES

## SCHEMA BROWSER SAGE 500 ERP

Sage 500 ERP Schema Browser provides detailed database schema information needed to customize reports, including entity relationship diagrams & complete documentation.

### Topics Include:

- ▶ Navigation
- ▶ Review Entity diagrams
- ▶ Review relationships
- ▶ Review table layout



### SCHEDULING

Some of our training is prescheduled, but additional sessions may be held upon demand. On-site and customized sessions are also available – call for price and schedule information or to set up your training.

### REGISTRATION AND CANCELLATION

The registration deadline is 7 days prior to the date of the scheduled course. However, registrations may be accepted after the deadline, based on availability, subject to first-paid, first-priority. If attendance is cancelled or rescheduled more than one day in advance of the registration deadline, full tuition may be applied to another GYF TSG training class or to an outstanding TSG invoice.

If attendance is cancelled or rescheduled less than one day before the registration deadline, 50% of the price will be charged. The remaining 50% may be applied to another GYF TSG training class or an outstanding TSG invoice. A \$50 rescheduling fee will apply. Substitution of students is allowed at no cost.

### CPE CREDITS

Credits will be provided to CPAs enrolled in qualifying courses.

**CALL GYF TSG AT 412-325-4006**



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## TECHNOLOGY SERVICES GROUP

**Sage 100 ERP**

**Sage 500 ERP**

**Sage HRMS**

**Sage Fixed Assets**

**Sage CRM**



## EDUCATIONAL SERVICES CATALOG



**Descriptions of our training courses  
that cover a variety of topics for users  
of Sage products**

**TO REGISTER CALL: 412-325-4006**

## 30-MINUTE TUESDAY'S TIPS

### SAGE 100 ERP NEW FEATURES OVERVIEW

Learn more about the most recent releases of Sage 100 ERP.

**Topics Include:**

- ▶ Overview of Business Insights Explorer features
- ▶ Paperless Office
- ▶ Enhanced payroll options
- ▶ Enhanced FAS integration
- ▶ Usability improvements and application options

### SAGE CRM INTRODUCTION

Sage CRM is a powerful and flexible application that is intended for companies and organizations that have outgrown the entry-level characteristics of ACT! By Sage.

**Topics Include:**

- ▶ What is CRM?
- ▶ How can CRM help you?
- ▶ CRM strategy

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### SAGE 500 ERP NEW FEATURES OVERVIEW

Learn more about the most recent release of Sage 500 ERP.

**Topics Include:**

- ▶ Credit Card Processing capabilities
- ▶ Customize each task group to your business needs
- ▶ Improved Shipment commit workflow
- ▶ Electronic payments through Automated Clearing House (ACH)
- ▶ Customer merge and invoice merge options
- ▶ Improved physical count
- ▶ Support for Microsoft SQL Server® 2008 & Windows Server® 2008



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## FULL-DAY COURSES

### SAGE ERP MAS INTELLIGENCE SAGE 100 AND 500 ERP

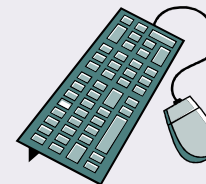
#### USAGE—Level 3

More advanced usage of SMI reporting and functionality

**Topics Include:**

- ▶ Multi-company reporting
- ▶ Using external databases
- ▶ Define more sophisticated reports
- ▶ Work with a higher level functionality
- ▶ Understand various add-in utilities available
- ▶ Use these utilities to populate formulas into new raw data, email reports and publish them to the web.

**NOTE:** Sage branding has changed. Sage MAS 90, 200 is now Sage 100 ERP. Sage MAS 500 is Sage 500 ERP. (See Sage's website for details)



Full-day courses are held from 9:00 am to 4:00 pm with a one-hour break for lunch. Seminars can be held at our facility or yours. Cost is \$450 per person.

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### HOW DO I FIX THAT? FINANCIALS SAGE 100 ERP

Learn how to correct erroneous transactions created in the Financial Modules.

**Topics Include:**

- ▶ Debit and credit memos (AR, AP)
- ▶ AP check reversals and voids
- ▶ AR cash receipt reversals
- ▶ Invoice aging (AR, AP)
- ▶ How to adjust invoices (AR, AP)
- ▶ How to apply debit/credit memos
- ▶ Creation of AR prepayments
- ▶ Subledger reconciliation

### SYSTEM ADMINISTRATION SAGE 100 ERP

Overview of the system and utilities.

**Topics Include:**

- ▶ Company maintenance
- ▶ Library master utilities
- ▶ Accounts receivable and accounts payable utilities

## FULL-DAY COURSES

### CRYSTAL REPORTS LEVEL 1 SAGE 100 AND 500 ERP

Learn basic report design using various databases.

**Topics Include:**

- ▶ Build formulas to add non-database data to reports and display them differently
- ▶ Enhance reports by adding and/or modifying elements
- ▶ Export data for use in Excel
- ▶ Address Sage 100 and 500 ERP topics

### DATA FILE STRUCTURES SAGE 100 ERP

Gain data file structure knowledge necessary for efficient use of Visual Integrator and Crystal Reports.

**Topics Include:**

- ▶ Understand directory structure
- ▶ Learn to read file layouts
- ▶ Know different data/file types
- ▶ Review major data file structures
- ▶ Use the ODBC drive

### SAGE ERP MAS INTELLIGENCE SAGE 100 AND 500 ERP

#### USAGE—Level 2

Build upon the skills that you gained in Level 1.

**Topics Include:**

- ▶ Create running totals in a report
- ▶ Explore parameter fields, report selection logic and drill-down functions
- ▶ Customize forms for Sage 100 and 500 ERP
- ▶ Using the Report Designer
- ▶ Creating new reports
- ▶ Defining new containers
- ▶ Using add-ins

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## ONE-HOUR WEBINARS

### 1099 PROCESSING FOR SAGE 100 ERP

Assistance with 1099 reporting.

**Topics Include:**

- ▶ Download updates
- ▶ 1099 vendor maintenance
- ▶ Forms and more

### BUSINESS FORMS WITH CRYSTAL REPORTS FOR SAGE 100 ERP\*

Learn how to manipulate and edit standard Crystal forms with Sage 100 ERP.

**Topics Include:**

- ▶ Modify existing forms
- ▶ Create new forms
- ▶ Forms discussed will depend upon requests of participants

### \*WEBINAR ALSO AVAILABLE FOR SAGE 500 ERP USERS

**NOTE:** Sage branding has changed. Sage MAS 90, 200 is now Sage 100 ERP. Sage MAS 500 is Sage 500 ERP. (See Sage's website for details)

Webinars are one hour in length and are easily set up. Cost is \$150, no matter how many people attend. Call for more information.

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### BUSINESS INSIGHTS EXPLORER FOR SAGE 100 ERP\*

Learn how to use this powerful, intuitive reporting tool.

**Topics Include:**

- ▶ Utilize pre-designed views
- ▶ New charts
- ▶ Incorporate customized UDFs

### \*WEBINAR ALSO AVAILABLE FOR SAGE 500 ERP USERS

### SAGE FIXED ASSETS BASIC CONCEPTS

Familiarize yourself with many of the features of this fixed assets system.

**Topics Include:**

- ▶ Acquiring assets
- ▶ Depreciating assets
- ▶ Customizing fields
- ▶ Getting help



## ONE-HOUR WEBINARS

### GENERAL LEDGER BUDGET PROCESSING FOR SAGE 100 ERP\*

Learn to manage your budgets more efficiently.

**Topics Include:**

- ▶ Importing budgets
- ▶ Budget maintenance
- ▶ Multiple budget reporting

**\*WEBINAR ALSO AVAILABLE  
FOR SAGE 500 ERP USERS**

### MICROSOFT EXCEL LEVEL 1, 2 OR 3

Sharpen your Excel skills and be prepared for Sage MAS Intelligence. A basic understanding of MS Excel is needed. —cost is \$150.

**Topics Include:**

- ▶ Working with multiple worksheets, grouping worksheets
- ▶ Paste special, Operation and Past Link
- ▶ Inserting & using numerous functions and more.

Webinars are one hour in length and are easily set up. Cost is \$150, no matter how many people attend. Call for more information.

### HOW DO I FIX THAT? GENERAL LEDGER FOR SAGE 100 ERP

Learn how to reconcile to the general ledger and to use this module's many enhancements and utilities.

**Topics Include:**

- ▶ Renumber or merge a range of accounts
- ▶ Copy the chart of accounts from one company to another
- ▶ Use "copy from" feature in General Journal entry
- ▶ Use GL Exchange

### PAPERLESS OFFICE FOR SAGE 100 ERP

Learn how you can save time, money and paper.

**Topics Include:**

- ▶ Overview setup
- ▶ Overview of viewer
- ▶ Purging PDF and more

## ONE-HOUR WEBINARS

### SAGE ERP MAS INTELLIGENCE SAGE 100 ERP AND 500 ERP

#### USAGE—Level 1

Overview of the basic usage of Sage MAS Intelligence (SMI).

**Topics Include:**

- ▶ What's included in SMI
- ▶ Running & modifying standard reports
- ▶ Saving standard reports
- ▶ Financial reports overview

### SECURITY FOR SAGE 100 ERP\*

An overview of the security structure.

**Topics Include:**

- ▶ System configuration
- ▶ Role maintenance setup
- ▶ User maintenance setup

**\*WEBINAR ALSO AVAILABLE  
FOR SAGE 500 ERP USERS**

Webinars are one hour in length and are easily set up. Cost is \$150, no matter how many people attend. Call for more information.

### SYSTEM ADMINISTRATION FOR SAGE 100 ERP

An overview of system utilities.

**Topics Include:**

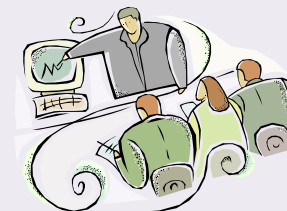
- ▶ Company maintenance
- ▶ Library master utilities
- ▶ Accounts Receivable and Accounts Payable utilities

### YEAR END PROCEDURES FOR SAGE 100 ERP

Learn tips to make sure your year end closing runs smoothly.

**Topics Include:**

- ▶ Bank reconciliation
- ▶ Purchase order module
- ▶ Sales order module
- ▶ Inventory module and more



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