

TAG 2010 2nd Quarter Training Schedule



Sage Timberline Office – *Project Management* (2 day class) Wed & Thurs, April 14th and 15th 9-4pm

This two-day class covers the setup and workflow of the PJ module, as well as how to release a job to accounting. Gain solid skills to set up a job; create submittals, RFIs and transmittals; enter and issue contracts, change orders, commitments and commitment change orders. Plus, learn how you can use inquiries and reports to track jobs and fully manage contract control in Project Management. You'll learn how these tools put job costs, contracts and project updates at your fingertips.

Sage Timberline Office – *Beginning Report Designer* – Wednesday, April 28th 9-4pm

This one-day class covers the basics of report design with the emphasis on the report writer section using the Sage Timberline Office Report Designer Module. You'll learn how to design your own reports and modify reports included with your software. We will teach the data structure, storage and retrieval options; proper report design and layout techniques; editing; and presentation capabilities.

Sage Timberline Office – *Advanced Report Designer* – Wednesday, May 12th 9-4pm

This class is intended for accounting clients who are ready to take their report designing skills to the next level of report design. This activity intensive course teaches you how to harness the power of Report Designer through practical hands-on experience. This class focuses on some of the more advanced uses of Report Designer, such as use of the LOOKUP, JOIN, IF, ASUM and PART functions. Attendees will leave this class with a solid understanding of a variety of features including formulas, functions, prompt windows, as well as many other options. This course also covers an introduction of the open database connectivity (ODBC) driver and it's usage in spreadsheet, database and word processing applications. Participants should have worked with the software for at least six months and have some experience with actual Sage Timberline Office report design. PREREQUISITE: Report Designer

QuickBooks – *Set-up & Understanding the Basics* – Wednesday, May 26th 9-12pm

This half day class covers setting up company preferences, passwords and user limitations. We will also cover setting up General Ledger accounts as well as setting up items (as cost codes) to link to the GL as well as discuss identifying a level of detail for your items (cost codes) that is relevant and useful to your company.

Contractor V – *Job Cost Workflow* – Wednesday, June 9th 9-12:30 pm

This half-day class will cover basic to advanced job costing procedures and concepts used in Contractor V. The instructor will also review key job cost reports used in analyzing project performance.

Sage Master Builder – *Mastering the Basics* – Wednesday, June 23rd 8-12pm

This half-day class is designed for those familiar with Sage Master Builder but looking to improve their maneuverability around the software as well as their knowledge of the basics, shortcuts, and one-time entry processes. We will briefly discuss the General Ledger, Cost Code and Workers Comp setup.

Registration Fees:		Registration Info:
Half Day Classes	\$150	To sign up for a class please call 619-225-9322 or email kelli.carper@teamtag.net
Full Day Classes	\$375	
Two Day Classes	\$750	