

Master Builder Report Writing Seminar

Taught by Kevin Smith, CPA

In this course you will learn how to:

- Modify Sage Master Builder System Reports
- Name reports for availability from Sage Master Builder menus
- Print reports to file for use in Excel or Word
- Utilize Report Writer to modify editable system reports
- Use Sage Master Builder Report Writer, the Report Writer Wizard, and create, format, save, and print simple custom reports.
- Use Form/Report Page Design to customize existing forms.
- Work with fields on your forms, import graphics in your form designs, and create multiple-form and multiple-page form designs.
- Understand the structure of the database for reports and queries
- Understand the difference between a report and a query
- Create a query
- Format and print a query
- Create New Calculated Fields
- Use Operators and Functions within Calculated Fields
- Use Calculated Fields in Reports and Form Designs

*** DATE ***

June 8, 2010

*** TIME ***

9:00 AM – 4:00 PM

*** LOCATION ***

901 NE LOOP 410 SUITE 340
SAN ANTONIO, TX 78209

Call us for hotel information.

Reserve your spot today by returning your RSVP form via fax (210-829-4634) and sending in your registration fee.

Names of Attendees (first attendee \$300, additional attendees \$200 each) please circle whether or not you will be joining us for our complimentary lunch.

1. _____ @ \$300 _____ Lunch Y / N

2. _____ @ \$200 _____ Lunch Y / N

3. _____ @ \$200 _____ Lunch Y / N

Company: _____

Phone: _____ Email: _____

Credit Card Billing Address: _____

Type of Credit Card: _____ Account #: _____ Exp. Date: _____

Registration fee is due one week prior to event start date to ensure your reservation in the seminar. Your reservation will be confirmed upon receipt of your payment by check or credit card (please make checks payable to ERGS). For further questions, please call us at 888-842-9730. Cancellation Policy: Minimum attendance required. ERGS reserves the right to cancel seminars if minimum attendance is not achieved. All registration fees will be refunded in the event of cancellation by ERGS. In the event you need to cancel your reservation ERGS will refund your registration fee if cancellation is made PRIOR to one week before event date. If cancellation is communicated less than 7 days before event date, registration fees may be subject to forfeiture.