

Sage Master Builder

*** Refresher Course ***

August 3, 2010
9:00 AM - 4:00 PM

Located at ERGS training facility
901 NE Loop 410, #340
San Antonio, TX 78209

Accounting Overview

General Ledger

Accounts payable invoices (voiding, applying credits, adjusting)

Accounts receivable (voiding progress bills, applying credits, releasing retention)

Shortcuts, defaults, customization

Payroll

Payroll process overview

Payroll calculations

Pay-groups, Positions, Workers Comp

Project Management

Adjusting job costs records

Overview of purchase orders, subcontracts, change orders

Document control

Project work center

Scheduling Overview

Creating tasks

Moving/resizing tasks

Importing schedule templates

Gant view

Reports

Selection Criteria in reports

Queries

Simple form design editing

Version 15 Enhancements

Credit card management

Paying vendors with credit card

System suggestions

Bank reconciliation enhancements

Sage Master Builder * Refresher Course *

Reserve your spot today by returning your RSVP form and sending in your registration fee.

210.829.4634 *fax*
bmichalak@ergulfstates.com

\$300 for first attendee, additional attendees from your company \$200

Please list names of attendees below, and if they will or will not be having our complementary lunch.

1. _____ Lunch Y / N
2. _____ Lunch Y / N
3. _____ Lunch Y / N

Your registration will be confirmed upon receipt of your payment by check or credit card (please make checks payable to ERGS).

Company: _____

Phone: _____

Email: _____

Type of Credit Card: _____

Account #: _____ Exp. Date: _____

Name on card: _____

Registration fee is due one week prior to event start date to ensure your reservation in the seminar. For further questions 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.