Sage Learning Services

Committed to Providing High-Quality Training to Ensure Your Success

Customer Training Catalog for Sage BusinessWorks

SUMMER / FALL EDITION
SAGE BUSINESSWORKS

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Sage Learning Services—Committed to Providing High-Quality Training to Ensure Your Success

Education plays a critical role in maximizing your software investment. Your business will receive the greatest benefit when employees understand the tools, utilities and functions that are available to make their tasks easier. Sage Learning Services and our network of Authorized Training Centers (ATCs) are the premier providers of instructor-led training for Sage BusinessWorks Accounting. We draw on more than two decades of training and software expertise to provide you with proven curriculum, structured training, and knowledge you need to overcome real world challenges. You’ll leave our courses with the skills and enthusiasm you need to improve productivity and job satisfaction.

Visit: www.sagesoftwareuniversity.com/bwatc for a complete list of ATC locations; course schedules, descriptions and prerequisites, and to register.

NEW! Sage Software University Web site
We are pleased to announce the launch of our new training Web site—Sage Software University. Here you will find a fast, easy, and uniform way to learn about all of the training services offered by Sage Software. From classroom instruction to online tools, this Web site can provide you with education products and services that will help you and your staff become a Sage BusinessWorks power user.

Visit www.sagesoftwareuniversity.com/bwatc to view class agendas, locations, times and dates, and register online!

Continuing Professional Education

Sage Software is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Suite 700, Nashville, Tennessee 37219-2417. Web site: www.nasba.org. For confirmation of NASBA sponsorship of classes other than classes held by Sage Software in Irvine, California, contact your Authorized Training Center of choice. Program Level indicated under each description is based upon guidelines set forth in the Statement of Standards for CPE Credit.

Sage Software Customer Satisfaction Guarantee

Should you attend a Sage Software Certified Training class and find that it does not meet your standards, we would like to know. Sage Software will arrange for you to attend the same course again, at that facility, or at the Sage Software facility in Irvine, California. The course will be offered at no charge provided your course material is not out of date and that you bring your original course curriculum to the class. Eligibility requires that you send notice to Sage Software, in writing, within 30 days of the completion of the initial class and receive a written confirmation of eligibility to repeat the course from Sage Software. The request should be mailed to: 56 Technology Drive, Irvine, California, 92618-2301, Attn: ATC Administrator.

Deadlines, Cancellations, and Complaints

To find out more about deadline, cancellation, and complaint resolution policies, please contact your training facility for details.
Developing a Solid Accounting Foundation
Consider these courses if your financial staff is involved in the implementation, configuration, and operation of various Sage BusinessWorks accounting applications.

**Prerequisites may apply.** For a complete list of recommended and required course prerequisites, please visit our Web site at: www.sagesoftwareuniversity.com/bwatc

**CORE APPLICATIONS**

4-Day Class
Suggested Course Fee: $1,175  
CPE Program Level: Basic  
Recommended CPE Credits: 30

This must-have course contains all five accounting classes rolled into one. By the end of this course, you will understand and use each of the Sage BusinessWorks accounting applications (System Manager, General Ledger, Accounts Receivable, Account Payable, and Payroll). With hands-on lab exercises to develop and refine your skills, you’ll walk away with comprehensive knowledge of your Sage BusinessWorks system, including setup, integration, daily operation, and period-end processing.

**INTRODUCTION AND SYSTEM MANAGER**

1/2-Day Class  
Suggested Course Fee: $200  
CPE Program Level: Basic  
Recommended CPE Credits: 4.5

This course serves as an introduction to the various features and functions within your Sage BusinessWorks system. You’ll learn to navigate the system efficiently and maximize the automation and power of your software.

**GENERAL LEDGER**

1/2-Day Class  
Suggested Course Fee: $200  
CPE Program Level: Basic  
Recommended CPE Credits: 4.5

The General Ledger course is the ultimate Sage BusinessWorks primer, enabling you to learn time-saving skills and techniques for recording, processing, and reporting on financial transactions within your General Ledger module.

**ACCOUNTS RECEIVABLE**

1-Day Class  
Suggested Course Fee: $345  
CPE Program Level: Basic  
Recommended CPE Credits: 7.5

This is your first step toward streamlined receivables processing and quicker invoice payments. You’ll learn the fundamentals (invoices and cash receipts entry) and go beyond the basics (repetitive invoice entry and defining price levels). With a comprehensive understanding of receivables, you’ll be poised to increase productivity and reduce processing times.

**ACCOUNTS PAYABLE AND CASH MANAGEMENT**

1-Day Class  
Suggested Course Fee: $345  
CPE Program Level: Basic  
Recommended CPE Credits: 7.5

Gain a basic understanding of how to implement and manage your Sage BusinessWorks payables solution by attending this comprehensive Accounts Payable and Cash Management training class. You’ll learn how to increase productivity from the time an invoice is received until the payment is posted to the general ledger.

**PAYROLL**

1-Day Class  
Suggested Course Fee: $345  
CPE Program Level: Basic  
Recommended CPE Credits: 7.5

Increase your productivity, save processing time, and gain new insights into your finances. Here’s the definitive course for dramatically increasing your understanding of how to set up your payroll system and identify all of the parameters for generating payroll checks quickly and efficiently.

REGISTER ONLINE AT: WWW.SAGESOFTWAREUNIVERSITY.COM/BWATC
Prerequisites may apply. For a complete list of recommended and required course prerequisites, please visit our Web site at: www.sagesoftwareuniversity.com/bwatc

■ EFFECTIVE INVENTORY MANAGEMENT

INVENTORY CONTROL AND ORDER ENTRY

2-Day Class
Suggested Course Fee: $690
CPE Program Level: Basic
Recommended CPE Credits: 15

This course is your ticket to improving efficiency throughout your inventory management process. Our training experts will guide you through the major functions of the inventory solution. Register today and you’ll learn the fundamental steps to set up the modules, as well as how to track and monitor inventory, generate purchase and sales orders, and perform key daily transactions and entries in each module. You’ll see how these two modules integrate with each other and with other Sage BusinessWorks modules. Additionally, a brief review of the Accounts Receivable module is covered at the beginning of day two.

INVENTORY CONTROL

1-Day Class
Suggested Course Fee: $345
CPE Program Level: Basic
Recommended CPE Credits: 7.5

Get prepared for streamlined inventory management and greater visibility into your operations. This course guides you through the major functions of the Inventory Control solution. Learn the fundamental steps to set up the module, as well as the process of how to track and monitor your inventory.

ORDER ENTRY

1-Day Class
Suggested Course Fee: $345
CPE Program Level: Basic
Recommended CPE Credits: 7.5

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!

■ PROFITABLE JOB MANAGEMENT

JOB COST

1-Day Class
Suggested Course Fee: $345
CPE Program Level: Basic
Recommended CPE Credits: 7.5

Become your company’s sought-after source for job costing and analysis. In this hands-on class, you’ll study the Job Cost module and learn how it integrates with Accounts Payable, Accounts Receivable, General Ledger, Inventory Control, Payroll, and Order Entry.

■ REPORT WRITERS

CRYSTAL REPORTS® FOR SAGE BUSINESSWORKS

1-Day Class
Suggested Course Fee: $345
CPE Program Level: Basic
Recommended CPE Credits: 7.5

Attend this one day course to learn how you can generate presentation-quality reports with your Sage BusinessWorks data, without requesting the assistance of your technical staff. You’ll be on the fast track to easily accessing your critical business information that will assist you in making better decisions.

❖ New classes beginning!
❖ Reserve your space now!
❖ Register at www.sagesoftwareuniversity.com/bwatc
Authorized Training Centers

Authorized Training Centers are independent businesses. Pricing of classes is determined individually by each Authorized Training Center. For current pricing and applicable sales tax, contact the Authorized Training Center of your choice.

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More learning opportunities to fit your busy schedule.

While nothing replaces hands-on, premier classroom instruction, we understand you may not always be able to get away for training. To complement your unique schedule and learning preferences, Sage Software offers another convenient, cost-effective learning choice in addition to classroom learning.

Realtime Learning (formerly Live e-Learning)
Online instructor-led training courses that effectively capture the interactive element of classroom training, but delivered over the Internet. A good alternative if your time and budget don’t permit you to attend the more rewarding classroom training environment.

Realtime Learning Classes are scheduled on a quarterly basis. Below is a partial list of Realtime Learning Classes that are likely to be offered throughout the year. Visit the Sage Software University Web site for complete class descriptions and available dates and time. Be sure to visit often as the schedule changes on a regular basis.

- Advanced Payroll
- Managing Your Cash Accounts
- Payroll Year End Processing
- Reconciling your AR and AP Made Easy
- Taking the Mystery out of Designing Custom Reports–BusinessWorks Gold

Visit Sage Software University for a list of Realtime classes and to register today: www.sagesoftwareuniversity.com/bwatc

Questions? Call our toll-free Training Hotline: 800-944-4299

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Maximize your investment in Sage BusinessWorks. Get trained today!