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**SERVICE
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MAS90 MAS 200 Core Modules Training Class

Course Outline

Bank Reconciliation
Logging on
Navigating
Printing Reports
Library Master
File Menu
Business Insights
Additional Utilities

Library Master
Startup Process
Bank Codes
Adjustment Entry
Reconciling
Reports

General Ledger
Startup Processes
Journal Entries
Budgets
Analyzing the General Ledger
Period End
Data Exchange

Accounts Receivable
Startup Process
Processing Transactions
Cash Receipts
Calculating Finance Charge
Reports

Accounts Payable
Startup Processes
Processing Transactions
Payment Process
1099's
Linking A/R to A/P

Payment Method:

Class Date: _____

VISA Master Card American Express Discover

Please fax or e-mail paid invoice.

Credit Card Number _____

Company Name _____ Credit Card Expiration _____

Cardholder Name _____ Phone _____

Cardholder Signature _____

Billing Address _____

Billing City, State _____ Zip Code _____

Payment is required at time services are rendered. I have read & agree to the above terms and rates. JCS is authorized to apply charges to the above credit card for support services requested. Credit card or check accepted for On-sites & classes.

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Questions & Answers

Overview

Welcome to the Introduction and Library Master Training Class. This class is divided into discussion of concepts, activities and a review. This 2 day course is geared toward new users who wish a more detailed, behind the scenes, understanding of the program's capabilities from an accounting standpoint. Students are required to have a basic working knowledge of Windows. During class participants will review some basic company set-up features, transaction entry and how they impact the General Ledger. How to close and balance the cash accounts.

Fee: 2 day session \$499.00 per day per person

An experienced certified technician teaches this class. There will be a maximum of 4 students per class and are hands on 1 person per PC. All classes are CPE accredited. Students will receive a certificate of completion. Cancellation policy: Course cancellation must be received in writing 5 days prior to course date to be eligible for refund and are subject to \$50 administrative fee. The class may be rescheduled with no administrative fee.

Sage MAS90 and MAS 200 Training Class information:
Call for class room schedules or online training availability at 800/475-1047 or
www.jcscomputer.com info@jcscomputer.com

Are you a new user to MAS 90 or MAS 200?

Designed as an introduction to MAS90, these comprehensive classes cover Library Master, General Ledger, Accounts Payable, Accounts Receivable, Payroll and an overview of FRx. You will be introduced to the setup, integration, daily work and period-end processing aspects of these applications.

The following classes may also be taken as ½ day MAS 90 or MAS 200 training classes.

• Topics in the MAS 90 and MAS 200 Core day 1 and day 2 include:

- Understand the launcher and how to use it
- Become proficient with MAS90 and MAS 200 reporting and inquiry options:
- Learn all menu options:
- Close the period for each module:

• General Ledger:

This course teaches the fundamentals of setting up and operating the Sage MAS 90 and 200 General Ledger. In this class, you will review General Ledger setup options, learn the effects of those options on your MAS 90 system and learn how to setup, modify and manage your company chart of accounts. You will also learn the daily processing functions like entering journal entries.

• Accounts Payable:

This course offers the Sage MAS 90 and 200 user the knowledge to use the power of the Accounts Payable module. Learn how to setup the software to meet your company's requirements and gain the processing skills to improve accuracy and save valuable time throughout your daily Accounts Payable routine.

• Accounts Receivable:

This course is designed to help you understand how to streamline receivables processing and generate quicker invoice payments. You will gain the power to set up the module based on your company's requirements, and the basics of creating invoices, cash receipts and recurring invoices.

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• **Bank Reconciliation:**

This course is a complete review of MAS 90 bank reconciliation and how journal entries in the general ledger, checks from Accounts payable and payroll and cash receipts from accounts receivable effect your bank reconciliation module.

For experienced users these MAS 90 and MAS 200 consulting services, online and hands on training classes outlines are available and are offered when classes attendance is at a minimum capacity:

• **Payroll:**

Come learn how to setup your Sage MAS 90or200 Payroll system. Learn how to earnings and deductions the way your company needs payroll to function. See how to processing your payroll, print 941, quarterly and year end payroll reports and W2's and forms. This payroll class will help your staff become at ease with processing your payroll in house. Learn how to interface payroll with job cost module.

Sales Order:

Learn how to create quotes, sales orders and invoices. Modify the data entry windows primary and secondary grids to stream line your data entry and minimize the amount of time necessary to process your orders and manage your outgoing inventory.

• **Purchase Order:**

Learn how to create purchase orders, receive them and convert them to accounts payable while managing the incoming inventory for your business. Modify the data entry windows primary and secondary grids to stream line your data entry and minimize the amount of time necessary to enter and receive your orders.

• **Inventory:**

Complete and accurate profit and loss information begins and ends with successful inventory management. Learn how to setting up your MAS 90 and MAS 200 inventory specifically for how your business runs. Add inventory items, kits, process transactions and complete a physical inventory count cycle.

• **Bill of Material:**

Setup bill of materials to enables the creation and maintenance for detailed bills of components, track engineering and phantom change orders. Use options to automatically calculate additional charges on client orders and relieve inventory for the correct components and options used on an order or production entry.

• **Material Requirement Planning:**

The Material Requirements Planning (MRP) module is used to maintain sufficient on-hand materials based on supply and demand. In this class you will learn the fundamentals of how this application can be used to reduce material costing and improve efficiency throughout your manufacturing or distribution operation.

• **Return Material Authorization:**

The RMA module was designed to track and process returns by providing all the necessary data about the return. This course is divided into discussions of concepts, activities, review, and a lab. The Return Merchandise Authorization module provides a means to enter, track and resolve customer returns. It provides a link between Inventory Management and Sales Order. It handles activities for receiving returned items from the customer and shipping replacement items to the customer. In addition, it will handle activities for shipping returned items to the vendor and receiving replacement items from the vendor. RMAs can then be analyzed to look for trends in returns for particular items or return reasons.

• **Work Order:**

Accurate Materials Tracking for Greater Cost Efficiency Now you can obtain complete control over your manufacturing with a full understanding of all manufacturing application capabilities and the ability to accurately track the entire process through routings, scheduling and more. You will learn all the steps necessary to set up Work Order, enter, process and release a work order and generate and analyze reports.

• **Job Cost:**

This valuable class focuses on the Job Cost module and its integration with Accounts Payable, Accounts Receivable, General Ledger, Inventory Management, and Payroll. Improve accuracy and efficiency by attending this valuable course.

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- **Crystal Reports:**

Make customized reporting your calling card to expanded opportunities, with this valuable course that teaches you how to link tables, sort, group and select records to ensure presentation-quality reports that really stand out. Learn how to use the basic formulas within your report to calculate, evaluate and manipulate data. You will learn how to use sub reports and complex formulas to generate new reports or enhance existing ones. Learn how to link multiple tables together in a single report.

- **Knowledge Sync:**

This course is an Introduction to Sage MAS 90 and 200 Knowledge Sync and teaches the student how to unleash the power of true business intelligence by understanding how to have this tool help deliver system notifications when set conditions pertaining to your company data are met.

- **Business Insights:**

This course delivers the power of the MAS90 MAS 200 dashboard instantly to the user.

- **Barcoding:**

Learn how to setup and use the current bar code module for MAS90 and MAS200 or review the latest technology in helping you manage your inventory shipping and receiving.

- **Point of Sale:**

Point of Sale options for MAS90 and MAS200.

- **Customizer:**

Learn how to create customized user-defined fields, modify screen layouts to your design and specifications. You can also easily create mail merge documents using your clients, vendors and employees. You'll become proficient at integrating your accounting system with other Office tools such as Microsoft Word and Excel and increase your daily productivity.

- **Library Master:**

For MAS 90 and MAS200 System Administrators who want to learn tips and tricks to managing your MAS 90 and MAs 200 software. Set up security, and utilize Library Master features and utilities.

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