

Core Modules Setup Class

Who: New Clients responsible for implementing Sage Timberline Office at their company. Typical attendees include accounting managers or implementation coordinators.

Content: This three days focuses on business decisions you will make that affect setup and implementation of your core modules. Discussion ranges from topics on implementation decisions, navigation through the software, to designing your company's system controls according to your individual processing needs.

Day 1: Sage Timberline Office Concepts; General Ledger & Cash Management modules;

Day 2: Job Cost & Accounts Payable modules;

Day 3: Payroll Module (optional, only if purchased).

Note: If you have Property Management or do not have Job Cost, please contact us for additional class options.

Credit: CPAs successfully completing this course will receive a CPE certificate. CIS Consulting Group is a CPE sponsor with the North Carolina State Board of CPA Examiners, PO Box 12827, Raleigh NC 27605

Prerequisites: A familiarity with Microsoft® Windows®. We encourage clients to install and familiarize themselves with the software, using the sample data supplied with the software.

Class Rates:

One Day: \$450 1st participant, \$400 each additional

Two Day: \$800 1st participant, \$700 each additional

Three Day: \$1095 1st participant, \$995 each additional

Registration:

Please fax completed registration form to 704-394-0052 or register online at www.cisinfo.com/classroom.htm for more information please call 704-393-0038 x1142

Course Outline

DAY ONE

Concepts & Tools

- Timberline Concepts
- Desktop
- Timberline Help
- Timberline Tools
- Company / Data Folder Setup

General Ledger

- Identify Your Reporting Requirements
- Specify GL Settings
- Define & Create Your Chart of Accounts

Cash Management

- Set Up Bank Accounts and Balances

DAY TWO

Job Cost

- Define the Job Structure & Settings
- Define the Billing Structure
- Identify Management Reporting Needs
- Create and Customize Data Entry Grids
- Select the Cost Retrieval Method
- Set up Cost Codes and Categories
- Set up Jobs

DAY TWO (continued)

Accounts Payable

- Overview of Accounts Payable
- Specify Accounts Payable Settings
- Set Up Vendors
- Set Up Check Formats
- Set Up Taxes
- General Ledger Account Retrieval Method

DAY THREE

Payroll (if purchased)

- Payroll Settings
- Pay Groups
- System Setup
- Set Up Employees
- Advanced Payroll Setup
- Cash Management
- Customized Data Entry Grids
- Organize Payroll Data
- General Ledger Account Retrieval Method