

February in Honolulu



Sage Fund Accounting Workshops by Holland Consulting

Basic/Core Fund Accounting

Monday through Thursday, Feb. 13 through 16, 2012

Registration Fee: \$2,400

Four days

Payroll Specialist Workshop

Friday, February 17, 2012

Registration Fee: \$575

One day

Register now!

Location & Times: Honolulu from 9 am to 4:30 pm with lunch break. *Lunch is on your own*

Workshops are conducted by an experienced Sage Certified Trainer.

Certificates are issued to students successfully completing the workshops.

Laptops and training materials are provided for hands-on exercises to each confirmed attendee.

To Register: (a) **FAX the completed registration form below to 212-389-9408, AND**
(b) **Pay to: Holland Consulting International. Local Bank Deposit payment may be available—email hci@hollandci.com or call 206-612-5093 for details.**

Train, Review, Update, and Cross-Train!

A minimum number of registrants is required for the training to be held. As a registrant, you will receive confirmation when the training has met the minimum and is confirmed. Do not make travel arrangements until you have received your confirmation from Holland Consulting!

You may substitute your organization's registrants at any time. We reserve the right to cancel any training class or workshop. If we cancel, then you have the option to apply your paid registration fee to future training or you may request a refund of the registration fee for the cancelled class. Our liability is limited to the registration fee.



Authorized Partner

Holland Consulting International

Sage Software Authorized Business Partner & Certified Trainer

www.hollandci.com Phone: 206-612-5093 hci@hollandci.com



Certified Trainer



Authorized Partner



Certified Trainer

| Holland Consulting International | | | | |
|--|--|-----------------|----------------------|--|
| Registration Form for Sage MIP Workshops -- in Honolulu | | | February 13-17, 2012 | |
| <p>FAX or email this completed registration form to: 212-389-9408</p> <p>and Pay to: Holland Consulting Int'l local bank deposit, or email for details</p> <p>Questions? Email hci@hollandci.com</p> | Organization name | | | |
| | Mailing address | | | |
| | Telephone and FAX | | | |
| | Your name, title, email, and signature | | | |
| | Payment is made by: (complete) <input type="checkbox"/> Check mailed on date _____ <input type="checkbox"/> Local bank deposit on date _____ | | | |
| Sage Fund Accounting Workshop | # to register | Fee to register | Extended Amount | Names and emails of registrants <i>Copy for additional registrants</i> |
| Basic/Core Fund Accounting Monday through Thursday, Feb. 13 through 16, 2012 Registration Fee: \$2,400 | | \$2,400 | | |
| Payroll Specialist Workshop Feb. 17, 2012 Registration Fee: \$575 | | \$575 | | |
| Registration Fee Total | | | | |

To Register: (a) FAX this completed registration form to 212-389-9408, AND
 (b) Pay to: Holland Consulting Int'l
Local Bank Deposit payment may be available.
No refunds for cancellations can be made after January 20, 2012.
 Registration after January 20th may be available. Call or email for details.

Course Descriptions



Sage Fund Accounting Basic/Core

Four-Day Course - This comprehensive workshop focuses on primary financial activities providing a good foundation for new customers and a broad understanding for cross-training more experienced customers. You will learn core features of the General Ledger, Bank Reconciliation, Accounts Payable, and Budget modules. Study topics include maintaining user security, creating and maintaining chart of account codes, processing accounts payable and cash receipt transactions, creating and monitoring budgets, and reconciling bank accounts. You will also learn how to use the powerful built-in reporting tools to customize reports and financial statements.

We'll use the current version and explore new, time-saving features.

Payroll Specialist Workshop

One Day Class -- Payroll mistakes cost time, money, and employee good will! This specialized 1-day workshop will provide new and experienced payroll professionals with the knowledge and skills they need to avoid costly errors. In this course you will learn all facets of setting up payroll to meet your organization's and employees' needs. You will then learn procedures for entering and adjusting employee timesheets, calculating payrolls, and printing employee checks. You will also learn how to void checks, adjust payroll balances, and transfer payrolls to accounting. The fully integrated Direct Deposit and Forms Designer modules are also covered.

This course covers topics related to the General Ledger system, and following modules:

- Payroll
- Direct Deposit
- Forms Designer

Classroom training

Classroom training provides one-on-one instruction, interaction with other participants, and hands-on experience in a professional adult-learning environment.



Courses provide certified curriculum delivered by Sage Certified Trainers.

Request our customized training options for your modules and location.