

March in Manila



Sage Fund Accounting Workshops by Holland Consulting

Basic/Core Fund Accounting

Wednesday through Friday, March 21 - 23, 2012

Three days

Registration Fee: \$1,800

Payroll Specialist Workshop

Monday, March 26, 2012

One day

Registration Fee: \$575

Advanced Topics

Tuesday through Thursday, March 27-29, 2012

Three days

Registration Fee: \$1,930

Register now!

Location & Times: Manila 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 Manila March 21-29, 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 Wednesday, Thursday, Friday March 21, 22, 23, 2012 Registration Fee: \$1,800		\$1,800		
Payroll Specialist Workshop March 26, 2012 Registration Fee: \$575		\$575		
Advanced Topics March 27, 28, 29, 2012 Registration Fee: \$1,930		\$1,930		
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 February 17, 2012.
Registration after February 17th may be available. Call or email for details.



Authorized Partner

Holland Consulting International
Sage Software Authorized Business Partner & Certified Trainer
www.hollandci.com Phone: 206-612-5093 hci@hollandci.com



Certified Trainer

Course Descriptions



Sage Fund Accounting Basic/Core

Three-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

Advanced Topics

In this Three-Day Course, you'll explore the time-saving features and productivity tips of the newest versions of Sage Fund Accounting. We'll include a discussion of various reporting topics beyond the basics and also allow time to address the issues most important to you and your organization!

Our Advanced Topics is considered our most valuable workshop and varies with each session according to your needs. Topics may include:

- Budget controls and reporting.
- Financial Statements.
- Year-end issues, both Payroll and Fund Accounting.
- Troubleshooting A/R and A/P subsidiary issues.
- Manage Recurring Entries and other new enhancements.
- Increase productivity with Sage Fund Accounting Process Manager.
- Explore additional modules to see how they may improve productivity for your organization.
- *Plus.... your list of questions on any module.*