

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



SAGE PFW

*Customer Training Catalog
for Sage PFW*

SPRING/SUMMER EDITION

sage
software
Your business in mind.

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 training for the Sage PFW product line. 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.sagesoftware.com/classes
for a complete list of ATCs, course schedules, and registration.

■ *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, Suite 700, North, 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.

■ *Prerequisites*

Where "proof of completion" is required, please enclose a copy of your certification of completion (class certificate) along with your registration form.



Make the Most of Your Sage PFW Investment: Join us at the 2006 Sage Summit Customer Conference.

Sage Summit is the only place where you can network with fellow Sage PFW users, receive face-to-face technical support, and learn from product and industry experts in informative breakout sessions—all under one roof. Whatever your experience level, you'll learn skills and best practices to make your daily, monthly, quarterly, and annual tasks faster and easier. An overwhelming number of 2005 attendees gave the conference high marks—join us in Nashville, Tennessee, this year and find out why! Mark your calendar today for November 5-8, 2006. For more information, visit www.sagesummit.com.

"Sage Summit was very well organized. The speakers were superb. I highly recommend Summit to all Sage Software users."

—Nini Smith, Controller, Allgire General Contractors

■ *Sage Software Customer Satisfaction Guarantee*

Should you attend a Sage Software Certified Training class and find that it does not meet your standards, we'd like to know. Sage 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 desired training facility for details.

Authorized Training Centers

Authorized Training Centers are independent businesses. Pricing of classes is determined individually by each Authorized Training Center. Contact the Authorized Training Center for their current pricing and applicable sales tax.

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Developing a Solid Accounting Foundation

For financial staff involved in the implementation, configuration, and operation of the various Sage PFW accounting applications.

Core Applications

5-Day Class Suggested Course Fee: \$1,975
 Class Code: PCCO CPE Program Level: Basic
 Recommended CPE Credits: 37.5

This is the must-have course for staff members seeking to improve productivity and learn the Sage PFW system. Attendees will learn about the core Sage PFW applications in an interactive lab environment. Emphasis will be placed on performing day-to-day accounting activities using the core applications (System Manager, Inventory, Accounts Receivable, Sales Order, Accounts Payable, and Purchase Order).

By the end of the course, you will be able to:

- Set up the Sage PFW core applications
- Understand reconciliation processes and procedures
- Understand the Sage PFW database
- Troubleshoot networking issues
- Maximize your software capabilities

Prerequisites: Previous experience with Sage PFW, accounting fundamentals, and Microsoft Windows is helpful.

Introduction to Sage PFW

1-Day Class Suggested Course Fee: \$395
 Class Code: PCIT CPE Program Level: Basic
 Recommended CPE Credits: 7.5

IT staff tasked with implementing and supporting the Sage PFW product will want to attend this course, which focuses on the Sage PFW technology. Students will learn about the three-tier, client-server architecture of the Sage PFW product, and installation and setup procedures.

By the end of the course, you will be able to:

- Set up the software using wizards and templates
- Understand the three-tier, client-server architecture
- Utilize the system's Queue Manager and Explorer
- Troubleshoot networking issues
- Maximize your software capabilities

Prerequisites: A strong knowledge of Microsoft Windows.



Standard Ledger

1-Day Class Suggested Course Fee: \$395
 Class Code: PCGLS CPE Program Level: Basic
 Recommended CPE Credits: 7.5

Increase productivity, save processing time and gain new insights into your finances! This class covers the principles of the General Ledger—Standard Edition in an interactive lab environment. Participants will learn implementation procedures and daily tasks within the ledger. This course may cover the Multi-Currency Manager, Bank Book, and FRx modules, based upon the needs of the students.

By the end of the course, you will be able to:

- Set up the General Ledger
- Perform daily batch processing
- Interface with Accounts Payable and Accounts Receivable
- Manage multiple currencies
- Generate presentation-quality reports
- Perform chart maintenance and period-end and year-end close
- Import spreadsheets from Microsoft Excel
- Set up and maintain Multi-Currency Manager
- Become familiar with FRx Desktop

Prerequisites: Prior attendance in the Introduction to Sage PFW training class or equivalent knowledge.

Premier Financial Application

1-Day Class Suggested Course Fee: \$395
 Class Code: PCPF CPE Program Level: Basic
 Recommended CPE Credits: 7.5

This class is a continuation of the Sage PFW course. It covers the added general ledger functionality that is only available with the Premier Edition. Attendees will work with the various Premier applications and experience first-hand the principles of this comprehensive general ledger system.

By the end of the course, you will be able to:

- Leverage advanced features provided by the Premier Edition
- Utilize the Premier Translations feature
- Utilize the Premier Consolidations feature
- Utilize the Premier Inter-Company feature

Prerequisites: Proof of attendance in the Introduction to Sage PFW training class and a Sage PFW Standard Ledger class.

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For additional Sage PFW classes,
 or to register online, visit our Web site at:

www.sagesoftware.com/classes

New classes beginning.
 Reserve your space now!

800-944-4299

Developing a Solid Accounting Foundation

Accounts Receivable

1-Day Class Suggested Course Fee: \$395
 Class Code: PCAR CPE Program Level: Basic
 Recommended CPE Credits: 7.5

This course is your first step toward streamlined receivables processing and quicker invoice payments. You'll learn the fundamentals (entering invoices and cash receipts) 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.

By the end of the course, you will be able to:

- Set up the Accounts Receivable system
- Process invoices and cash receipts
- Monitor Accounts Receivable activity
- Generate customer statements
- Process credit memos, adjustments, commissions, and write-offs

Prerequisites: Introduction to Sage PFW training class or equivalent knowledge plus, a basic knowledge of accounting concepts.

Accounts Payable

1-Day Class Suggested Course Fee: \$395
 Class Code: PCAP CPE Program Level: Basic
 Recommended CPE Credits: 7.5

Gain a basic understanding of how to implement and manage the Sage PFW payables solution by attending our comprehensive Accounts Payable training. Participants will learn how to increase productivity from the time an invoice is received until the payment is posted to the General Ledger.

By the end of the course, you will be able to:

- Set up the Accounts Payable system
- Monitor AP activity
- Utilized the Cash Management application
- Perform periodic reconciling
- Set up vendor records
- Process vouchers and payments, and adjustments

Prerequisites: Introduction to Sage PFW training class or equivalent knowledge, plus a basic knowledge of accounting concepts.

Meeting Specific Industry Needs

Technical and financial staff tasked with customizing, operating, or querying the Sage PFW system with any of the solution's business productivity, reporting, or integration tools.

EFFECTIVE INVENTORY MANAGEMENT

Inventory

1-Day Class Suggested Course Fee: \$395
 Class Code: PCIM CPE Program Level: Basic
 Recommended CPE Credits: 7.5

This course guides attendees through the major functions of the Inventory solution. Register today and learn the fundamental steps to setting up the module, as well as the process of tracking and monitoring inventory.

By the end of the course, you will be able to:

- Set up the Inventory application
- Enter items into inventory and track inventory levels
- Perform cost adjustments and analytical data calculations
- Generate reports
- Establish pricing and beginning balances

Prerequisites: Introduction to Sage PFW training class or equivalent knowledge.

Sales Order and Purchase Order

1-Day Class Suggested Course Fee: \$395
 Class Code: PCSP 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 integration. You'll save time and money using these powerful features! The class does not cover installing or administering databases or networks.

By the end of the course, you will be able to:

- Configure the Sales Order and Purchase Order system
- Enter orders
- Generate shipping and receiving order reports
- Interface with other Sage PFW applications

Prerequisites: Introduction to Sage PFW training class or equivalent knowledge.

Continued next page

Register online at:
www.sagesoftware.com/classes

New classes beginning.
 Reserve your space now!

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PROFITABLE PROJECT MANAGEMENT

Project Costing

1-Day Class Suggested Course Fee: \$395
 Class Code: PCJC CPE Program Level: Basic
 Recommended CPE Credits: 7.5

Is your project costing process spiraling out of control? Improve efficiency and project profitability by attending this valuable course. We focus our attention on using the Project Costing module to its fullest potential and its integration capabilities with Accounts Payable, Purchase Order, and Inventory.

By the end of the course, you will be able to:

- Set up the Project Costing module
- Create project budgets and calculate project profits
- Perform daily processing and period-end processing
- Generate insightful reports

Prerequisites: Prior attendance in the Introduction to Sage PFW training class or equivalent knowledge.

EFFICIENT MANUFACTURING PROCESSES

Core Process Manufacturing Applications

5-Day Class Suggested Course Fee: \$1,975
 Class Code: PBPCO CPE Program Level: Basic
 Recommended CPE Credits: 37.5

This five-day, interactive-lab course provides an in-depth look at each of the Sage PFW (formerly BatchMasterPFW) core process manufacturing applications. We will focus on a broad range of topics, emphasizing setup and usage, understanding the database, networking issues, and system capabilities. Attendees will leave with the ability to implement, operate, and support their company's Sage PFW system.

By the end of the course, you will be able to:

- Set up and operate each of the core applications (Inventory Pro, Purchasing Pro, Formulas, Production, Costing, Order Entry Pro, MSDS, MRP, Laboratory, and Labeling)
- Improve efficiency throughout your operation
- Troubleshoot your Sage PFW system
- Generate insightful business reports

Prerequisites: Prior attendance in the Introduction to Sage PFW training class or equivalent knowledge.

Core Process Manufacturing Fast Track (Irvine, CA facility only)

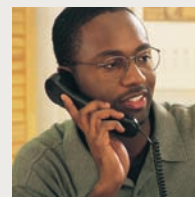
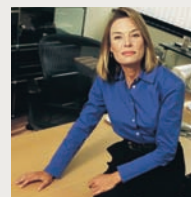
3-Day Class Suggested Course Fee: \$1,185
 Class Code: PCBF CPE Program Level: Basic
 Recommended CPE Credits: 22.5

This fast-paced course teaches all Sage PFW process manufacturing applications in an interactive lab environment. We will focus on a broad range of topics, with an emphasis on setup and usage, understanding the database, networking issues, and system capabilities. Attendees will walk away with the fundamental skills needed to perform day-to-day manufacturing activities using Sage PFW software.

By the end of the course, you will be able to:

- Set up and operate each of the core applications (Inventory Pro, Purchasing Pro, Formulas, Production, Costing, Order Entry Pro, MSDS/Compliance, MRP, Laboratory, and Labeling)
- Improve efficiency throughout your process manufacturing operation
- Troubleshoot your Sage PFW system
- Generate insightful business reports

Prerequisites: Proof of attendance in the Introduction to Sage PFW course and working knowledge of the Sage PFW Inventory application.



Visit our Web site for additional classes or to register online!

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