



Realtime Online Classes: June 2012 – September 2012 Schedule

Class Title	May Date	Time	June Date	Time	July Date	Time	August Date	Time	September Date	Time
New Customer Training										
SMB20-NCT102 - Learn Program Basics	10-May	9:00 AM	5-Jun	9:00 AM	10-Jul	9:00 AM			4-Sep	9:00 AM
SMB20-SYS101 - How Menu Items Work Together	8-May	12:00 AM	5-Jun	11:00 AM	10-Jul	11:00 AM			4-Sep	11:00 AM
SMB20-NCT103 - Set Up a Company	15-May	9:00 AM	7-Jun	9:00 AM	12-Jul	9:00 AM			6-Sep	9:00 AM
SMB20-NCT104 - Enter Starting Balances	15-May	11:00 AM	7-Jun	11:00 AM	12-Jul	11:00 AM			6-Sep	11:00 AM
SMB20-NCT105 - Enter Vendors and Payable Invoices	16-May	9:00 AM	12-Jun	9:00 AM	17-Jul	9:00 AM			11-Sep	9:00 AM
SMB20-NCT106 - Pay Invoices	16-May	11:00 AM	12-Jun	11:00 AM	17-Jul	11:00 AM			11-Sep	11:00 AM
SMB20-NCT107 - Enter Clients and Jobs	17-May	9:00 AM	13-Jun	9:00 AM	18-Jul	9:00 AM			12-Sep	9:00 AM
SMB20-NCT108 - Enter Receivable Invoices and Payments	17-May	11:00 AM	13-Jun	11:00 AM	18-Jul	11:00 AM			18-Sep	11:00 AM
SMB20-NCT109 - Set Up Payroll Management	22-May	9:00 AM	19-Jun	9:00 AM	19-Jul	9:00 AM			13-Sep	9:00 AM
SMB20-NCT110 - Enter Employees	22-May	11:00 AM	19-Jun	11:00 AM	19-Jul	11:00 AM			13-Sep	11:00 AM
SMB20-NCT111 - Enter Timecards and Paychecks	24-May	9:00 AM	20-Jun	9:00 AM	20-Jul	9:00 AM			14-Sep	9:00 AM
SMB20-SYS111 - Set Security and Defaults	8-May	9:00 AM	20-Jun	11:00 AM	24-Jul	9:00 AM			18-Sep	9:00 AM
General Ledger										
SMB21-GNL110 - Manage General Ledger	15-May	8:00 AM			11-Jul	8:00 AM			13-Sep	7:00 AM
SMB21-GNL205 - Month-End Procedures	17-May	8:00 AM			18-Jul	8:00 AM			25-Sep	7:00 AM
Inventory										
SMB26-INV101 - Set Up Inventory					17-Jul	8:00 AM				
SMB26-INV111 - Allocate Inventory					18-Jul	8:00 AM				
SMB26-INV112 - Order and Receive Inventory					19-Jul	8:00 AM				
Special Billing										
SMB21-BIL201 - Manage Progress Billing	1-May	8:00 AM	13-Jun	8:00 AM			1-Aug	8:00 AM		
SMB21-BIL202 - Manage Time and Materials Billing	1-May	10:00 AM	13-Jun	11:00 AM			1-Aug	11:00 AM		
Job Cost										
SMB24-JOB201 - Set Up Budgets and Proposals	22-May	8:00 AM			10-Jul	10:00 AM			12-Sep	10:00 AM
SMB24-JOB210 - Job Profitability Reports	23-May	8:00 AM			11-Jul	10:00 AM			19-Sep	10:00 AM
SMB24-JOB220 - Audit Projects	24-May	8:00 AM			13-Jul	10:00 AM			26-Sep	10:00 AM



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Project Management										
SMB24-PJM210 - Process Change Orders			12-Jun	7:00 AM					11-Sep	10:00 AM
SMB24-PJM211 - Set Up Purchase Orders			14-Jun	7:00 AM					12-Sep	10:00 AM
SMB24-PJM212 - Process Subcontracts			19-Jun	7:00 AM					18-Sep	10:00 AM
SMB24-PJM213 - Cost to Complete Report			21-Jun	7:00 AM					19-Sep	10:00 AM
SMB24-PJM221 - Track External Documents			26-Jun	7:00 AM					25-Sep	10:00 AM
SMB24-PJM222 - Track Internal Documents			28-Jun	7:00 AM					26-Sep	10:00 AM
Service Receivables										
SMB26-SRV120 - Set Up Service Receivables					10-Jul	7:00 AM				
SMB26-SRV121 - Process Quotes and Work Orders					11-Jul	7:00 AM				
SMB26-SRV122 - Process Invoices and Payments					18-Jul	7:00 AM				
SMB26-SRV222 - Dispatch Board					25-Jul	7:00 AM				
SMB26-SRV223 - Manage Flat Rate Billing					31-Jul	7:00 AM				
Equipment										
SMB24-EQP101 - Set Up Equipment							21-Aug	7:00 AM		
SMB24-EQP202 - Process Costs and Allocations							22-Aug	7:00 AM		
SMB24-EQP203 - Process Payments and Depreciation							23-Aug	7:00 AM		
Scheduling										
SMB24-SCH101 - Set Up Schedules					17-Jul	10:00 AM				
SMB24-SCH202 - Manage Schedules					18-Jul	10:00 AM				
SMB24-SCH203 - Constraints and Resources					24-Jul	10:00 AM				
SMB24-SCH304 - Advanced Scheduling Features					25-Jul	10:00 AM				
Basic Estimating										
SMB23-EST150 - Set Up Parts and Classes			19-Jun	7:00 AM					11-Sep	9:00 AM
SMB23-EST151 - Maintain Parts			20-Jun	10:00 AM					11-Sep	11:00 AM
SMB23-EST152 - Set Up Assemblies			26-Jun	8:00 AM					13-Sep	9:00 AM
SMB23-EST153 - Takeoff Entry			27-Jun	10:00 AM					13-Sep	11:00 AM



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Basic Estimating (Continued)										
SMB23-EST154 - Manage Parts and Assemblies					10-Jul	8:00 AM			18-Sep	9:00 AM
SMB23-EST255 - Advanced Takeoff Features					11-Jul	8:00 AM			18-Sep	11:00 AM
SMB23-EST256 - Manage Takeoffs	1-May	8:00 AM			17-Jul	7:00 AM			19-Sep	9:00 AM
SMB23-EST257 - Basic Takeoff Formulas	2-May	8:00 AM					7-Aug	9:00 AM	19-Sep	11:00 AM
SMB23-EST358 - Advanced Takeoff Formulas	3-May	8:00 AM					8-Aug	8:00 AM	20-Sep	9:00 AM
Reporting										
SMB25-FRM271 - Basic Form Design	8-May	9:00 AM			10-Jul	9:00 AM			5-Sep	9:00 AM
SMB25-FRM272 - Beyond the Basics Form Design	8-May	11:00 AM			10-Jul	11:00 AM			5-Sep	11:00 AM
SMB25-RPT231 - Simple Reports	11-May	8:00 AM			12-Jul	7:00 AM			11-Sep	7:00 AM
SMB25-RPT232 - Multi-level Sorting	15-May	8:00 AM			17-Jul	7:00 AM			12-Sep	7:00 AM
SMB25-RPT233 - Calculated Fields	17-May	8:00 AM			19-Jul	7:00 AM			18-Sep	7:00 AM
SMB25-RPT240 - Reports and Queries	22-May	8:00 AM			24-Jul	7:00 AM			19-Sep	7:00 AM
SMB25-RPT241 - Modify System Reports	24-May	8:00 AM			26-Jul	7:00 AM			20-Sep	7:00 AM
Payroll										
SMB21-PYR202 - Set Up Union Payroll	15-May	9:00 AM							11-Sep	9:00 AM
SMB21-PYR203 - Set Up Multi-State/Local Payroll	16-May	9:00 AM							12-Sep	9:00 AM
SMB21-PYR204 - Set Up Certified Payroll	17-May	9:00 AM							18-Sep	9:00 AM
SMB21-PYR215 - Daily Payroll Entry	18-May	9:00 AM							19-Sep	9:00 AM
SMB21-PYR221 - Payroll Quarterly Reports			21-Jun	11:00 AM					20-Sep	9:00 AM