



Sage Timberline Enterprise
(Soon to become Sage 300 Trade Specialty)
Schedule at a Glance

All Times are Pacific Time

Realtime Online Classes: June 2012 through June 2012

Anytime Learning – Course Contents for Concepts and Tools

- General Navigation 1 Job Management Structure
- General Navigation 2 Workspaces
- Use Help Print Reports
- Data Windows Contacts and Roles
- General Ledger Account Format

Class Title	May Date	Time	June Date	Time	July Date	Time	September Date	Time
STE215-RD100 - Beginning Report Designer								
STE215-RD - Report Designer Overview *					16-Jul	9:30 AM		
STE215-RD102 - Modifying Report Designs *					18-Jul	9:30 AM		
STE215-RD - Views in Report Designer								
STE215-RD201 - Creating and Modifying SQL Views in Report Designer	10-May	8:00 AM			23-Jul	9:30 AM		
General Ledger								
STE210-GL101 - General Ledger - Enter Transactions			4-Jun	8:00 AM			5-Sep	8:00 AM
STE210-GL102 - General Ledger - Process Accruals and Prepayments			4-Jun	10:00 AM			5-Sep	10:00 AM
STE210-GL103 - General Ledger - Period End Procedures			4-Jun	11:15 AM			5-Sep	11:15 AM
STE210-GL104 - General Ledger - Financial Statements			4-Jun	12:30 PM			5-Sep	12:30 PM
Accounts Receivable								
STE210-AR101 - Accounts Receivable - Customers			5-Jun	8:00 AM			6-Sep	8:00 AM
STE210-AR104 - Accounts Receivable - Manage Non-Contract Invoices			5-Jun	9:15 AM			6-Sep	9:15 AM
STE210-AR102 - Accounts Receivable - Contract Invoices			5-Jun	10:45 AM			6-Sep	10:45 AM
STE210-AR103 - Accounts Receivable - Progress Bill Invoices			5-Jun	12:45 PM			6-Sep	12:45 PM
STE210-AR105 - Accounts Receivable - Cost-based Billing Invoices			6-Jun	8:00 AM			10-Sep	8:00 AM
STE210-AR106 - Accounts Receivable - Deposits			6-Jun	9:30 AM			10-Sep	9:30 AM
STE210-AR107 - Accounts Receivable - Bill Retainage			6-Jun	11:30 AM			10-Sep	11:30 AM
STE210-AR108 - Accounts Receivable - Finance Charges			6-Jun	12:45 PM			10-Sep	12:45 PM
Job Management								
STE218-JM101 - Job Management - Jobs			7-Jun	8:00 AM			12-Sep	8:00 AM
STE218-JM102 - Job Management - Prime Contracts			7-Jun	10:30 AM			12-Sep	10:30 AM
STE218-JM103 - Job Management - Subcontracts			7-Jun	12:00 PM			12-Sep	12:00 PM

*Call or email Sage Construction and Real Estate Sales Training for help registering for this session: 877-724-3285 - traininginfo.cre@sage.com. No sessions are scheduled for August.



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Job Management								
STE218-JM104 - Job Management - Change Management			11-Jun	8:00 AM			17-Sep	8:00 AM
STE218-JM105 - Job Management - Enter Costs and Adjustments			11-Jun	10:00 AM			17-Sep	10:00 AM
STE218-JM106 - Job Management - Forecasting and Projection			11-Jun	11:15 AM			17-Sep	11:15 AM
STE218-JM107 - Job Management - Document Control			11-Jun	12:30 PM			17-Sep	12:30 PM
Service Management								
STE216-SM102 - Service Management - Recurring Setup			21-Jun	9:00 AM				
STE216-SM101 - Service Management - Service Locations			21-Jun	11:00 AM				
STE216-SM103 - Service Management - Enter Work Orders			25-Jun	9:00 AM				
STE216-SM104 - Service Management - Dispatch Board			25-Jun	11:30 AM				
STE216-SM105 - Service Management - Billing Work Orders			26-Jun	9:00 AM				
STE216-SM106 - Service Management - Process Agreements			26-Jun	11:00 AM				
STE216-SM107 - Service Management - Work Order Quotes			27-Jun	9:00 AM				
Purchasing and Inventory								
STE212-PI101 - Purchasing & Inventory - Items Database			27-Jun	10:30 AM				
STE212-PO102 - Purchasing - Purchase Orders					9-Jul	9:00 AM		
STE212-PO103 - Purchasing - Purchase Order Receipts					9-Jul	12:00 PM		
STE212-PO104 - Purchasing - Process Orders and Use Approvals					10-Jul	9:00 AM		
STE212-PI102 - Purchasing & Inventory - Requisitions					10-Jul	11:00 AM		
STE212-IV101 - Inventory - Move and Allocate Inventory					11-Jul	9:00 AM		
STE212-IV102 - Inventory - Manage Counts and Values					11-Jul	11:00 AM		

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