MARTIN AND ASSOCIATES

BW - System Manager

Certified Training Course

sage Authorized Partner

CONTENTS

Syllabus

Section	Subject	Time Estimated
1	Welcome and Introduction	15 min
2	Overview	45 min
3	System Utilities	45 min
4	Other Options and Review	30 min
5	Lab	15 min
	Total Time	150 min or 1/2 day

BW System Manager Lessons:

- How to log on to the system
- How modules integrate and share information
- How to navigate the Launcher
- How to use features which are available throughout the software
- Functions of the options on the File menu
- Functions of the options on the System Utilities menu
- How to define security
- How to create, backup and restore BusinessWorks data files

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MARTIN
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BW - General Ledger

Certified Training Course

Authorized Partner

CONTENTS

Syllabus

Section	Subject	Time Estimated
1	Welcome and Introduction	10 min
2	Setup and Defining the Chart of Accounts	90 min
3	Lab Exercise 1	25 min
4	Processing and Tracking G/L Transactions	60 min
5	Budgets	20 min
6	Reports, Miscellaneous Options and Close	30 min
7	Review	5 min
8	Lab Exercises 2 and 3	30 min
	Total Time	270 min or 1/2 day

BW General Ledger Objectives:

- Learn how to define global parameters for how General Ledger operates
- Learn how to set up and maintain your chart of accounts
- Underswtand the use of departmental accounting
- Learn how to post standard, recurring, and reversing journal entries
- Understand how to track entries from other BusinessWorks modules
- Practice entering and tracking budgets
- Learn how to print financial statements and other General Ledger reports

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BW - Accounts Payable

Certified Training Course

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CONTENTS

Syllabus

Section	Subject	Time Estimated
1	Welcome and Introduction	15 min
2	Setup and Defining Parameters	60 min
3	Processing A/P Transactions	45 min
4	Lab Exercise 1 and 2	30 min
5	Paying Invoices and Printing Checks	30 min
6	Report Options and Custom Reports	30 min
7	Close and Transfer	15 min
8	Review	15 min
9	Lab Exercises 3 and 4	30 min
	Total Time	270 min

BW Accounts Payable Objectives:

- Understand the features available in A/P
- Learn the steps necessary for setting up A/P
- Know how to enter and maintain vendors.
- Practice entering invoices and adjustments, as well as posting transactions.
- Understand how to select invoices for payment automatically and manually.
- Learn how to print checks as well as enter manual checks.
- Learn how to close the A/P accounting period.
- Learn how to use the reoprts when reviewing and tracking transactions.

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BW - Cash Management

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MARTIN AND ASSOCIATES

CONTENTS

Syllabus

Section	Subject	Time Estimated
1	Welcome and Overview	5 min
2	Setup and Defining Parameters	30 min
3	Processing CM Transactions & Reconciling	30 min
4	Lab Exercises	15 min
5	Reports and Closing	20 min
6	Review	5 min
	Total Time	105 min

BW Cash Management Objectives:

- Learn about the features available in Cash Management and how they can work for you.
- Practice the steps necessary for setting up bank accounts.
- Learn how to enter checks and adjustments, as well as update transactions.
- Understand how to reconcile bank accounts.
- Know how to close the month.
- Learn which reports to use when reviewing and tracking transactions.

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BW - Accounts Receivable

Certified Training Course

MARTIN AND ASSOCIATES

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CONTENTS

Syllabus

Section	Subject	Time Estimated
1	Welcome and Introduction	5 min
2	Setup and Defining Parameters	60 min
3	Lab Exercise 1	20 min
4	Entering Customers and Leaving SETUP	30 min
5	Processing A/R Transactions	120 min
6	Reporting	20 min
7	Transfer and Close	30 min
8	Review	5 min
9	Lab Exercises 2, 3 and 4	90 min
	Total Time	390 min

BW Accounts Receivable Objectives:

- Understand the features available in A/R.
- Learn the steps necessary for setting up A/R.
- Practice how to enter invoices and adjustments, as well as update transactions.
- Learn how to process cash receipts against the customers' account.
- Understand how cash receipts are transferred to Cash Management for use in the bank reconciliation.
- Learn how to calculate finance charges and print statements.
- Know how to use the reports for tracking and analyzing sales and receivables.

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MARTIN AND ASSOCIATES

BW - Payroll

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CONTENTS

Syllabus

Section	Subject	Time Estimated
1	Welcome and Introduction	10 min
2	Setup and Defining Parameters	120 min
3	Lab Exercise 1 & 2	60 min
4	Setup and Defining Parameters (cont.)	20 min
5	Processing P/R Transactions	60 min
6	Tax Reporting and Processing	30 min
7	Reports and Closing	40 min
8	Review	5 min
9	Lab Exercises 3 and 4	45 min
	Total Time	390 min

BW Payroll Objectives:

- Learn how to set up employees for payroll processing.
- Practice entering and tracking employee information.
- Understand how to define and track employee deductions and company contributions.
- Learn how to verify and modify state and federal tax information.
- Practice entering timecards and calculating payroll.
- Learn how to monitor and pay tax liabilities.
- Understand the reports available for tracking employee information, as well as the available tax reports and worksheets.

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