



## CONTENTS

- Welcome and Introduction
  - Introduction to MAS 90 and MAS 200
- Logging On
  - The Launcher
  - Launcher Toolbars and Menus
  - Task Menus
- Navigating MAS 90 and MAS 200
  - When You Need Help
- Printing Reports
  - Deferred Printing
  - Printing Forms
  - Updating Process
- Library Master
  - System Security
  - ODBC Security
  - Registering the Software
  - Utilities Menu
  - Creating a Company
  - System Activity Log
  - Report Manager
  - Custom Reports Menu
  - Report Format Maintenance
  - Fax Form Definition
  - Master Console
  - Automatic Update
  - Common Menu
- File Menu
  - Preferences
  - Run
- Business Insights
  - Business Insights Options
  - The Business Insights Wizard
  - Updating and Launching Business Insights
  - Additional Business Insights Options
- Additional Utilities and Repair
- Menu Options

## Syllabus

| Section | Subject                        | Time Estimated                |
|---------|--------------------------------|-------------------------------|
| 1       | Welcome and Introduction       | 60 min                        |
| 2       | Introducing MAS 90 and MAS 200 | 90 min                        |
| 3       | Library Master                 | 75 min                        |
| 4       | File Menu                      | 40 min                        |
| 5       | Business Insights              | 30 min                        |
| 6       | Additional Options and Review  | 20 min                        |
|         | <b>Total Time</b>              | <b>315 min or 5 1/4 hours</b> |

## The Following Will Be Discussed:

- The MAS 90 and MAS 200 product family
- What the Launcher is and how to use it
- How to navigate in MAS 90 and MAS 200
- The updating process
- How various dates are used by the system
- How to use online help
- Printing reports and forms
- File menu options
- Library Master features



Authorized Partner

## CONTENTS

- Welcome and Introduction
  - Integration
  - The Company
- General Ledger Startup Process
- General Ledger Options
- Copying From Another Company
- Fiscal Year Maintenance
- The Chart of Accounts
- Account Break Type Maintenance
- Account Break Maintenance
- Department Maintenance
- Account Maintenance
- Printing the Chart of Accounts
- Account Delete/Renumber/Merge
- Journal Entries
  - Source Journal Maintenance
  - General Journal Entry
  - Standard Journal Entry
  - Defining and Using Allocations
  - Posting General Journal Entries
  - Recurring Journal Entries
  - Entering and Posting Transaction
    - Journal Entries
  - Posting Entries from Other Modules
  - Reviewing Transactions
- Budgets
  - Entering Budget Amounts
  - Budget Report
  - Revising the Budget
  - Budget & History Report
- Analyzing the General Ledger
- Updating Allocations and Period
  - End
- Period End Processing

## Syllabus

| Section | Subject                                | Time Estimated |
|---------|--|----------------|
| 1       | Welcome and Introduction               | 10 min         |
| 2       | Setup and Defining Parameters (cont'd) | 30 min         |
| 3       | The Chart of Accounts                  | 30 min         |
| 4       | Financial Reporting                    | 25 min         |
| 5       | Utilities                              | 20 min         |
| 6       | FRx Desktop Standard Demonstration     | 15 min         |
| 1       | Welcome and Introduction               |                |
| 2       | Processing Transactions                | 190 min        |
| 3       | Budgets                                | 60 min         |
| 4       | Reports and Period-End Processing      | 40 min         |
|         | <b>Total Time</b>                      | <b>420 min</b> |

## Tasks Performed in G/L:

- Defining options for using the General Ledger
- Maintaining journals and chart of accounts
- Posting journal entries
- Entering, reviewing and revising budgets
- Printing financial statements and audit reports
- Defining custom financial reports



## CONTENTS

### Welcome and Introduction

Integration  
The Company

### Accounts Payable Startup Process

Accounts Payable Options  
General Ledger Account Maintenance  
Divisions  
Bank Code Maintenance  
Terms Code Maintenance  
Sales Tax  
Entering Vendor Information  
Vendor Delete/Renumber/Merge  
Converting from Another A/P System

### Processing Accounts Payable Transactions

Entering Invoices  
Credit Card Invoices  
Entering Debit and Credit Memos  
Updating Invoices  
Adjustments  
Repetitive Invoices

### Determining What to Pay

Selecting Invoices for Payment  
Printing Checks  
Manual Check Entry

### 1099s

Vendor Reports  
Tracking Transactions  
Management Reports

### Linking A/P to A/R

Accounts Payable Utilities  
Period End

## Syllabus

| Section | Subject                              | Time Estimated         |
|---------|--------------------------------------|------------------------|
| 1       | Welcome and Introduction             | 10 min                 |
| 2       | Setting up A/P                       | 60 min                 |
| 3       | Processing                           | 60 min                 |
| 4       | Lab Exercises 1                      | 20 min                 |
| 5       | Selecting Invoices & Printing Checks | 90 min                 |
| 6       | 1099's & Reporting in A/P            | 30 min                 |
| 7       | Period End Functions                 | 20 min                 |
| 8       | Review                               | 10 min                 |
| 9       | Lab Exercises 2 and 3                | 30 min                 |
|         | Total Time                           | 330 min or 5 1/2 hours |

## A/P Class Objectives:

- Provide an understanding of the features available in Accounts Payable.
- Learn the steps necessary for setting up Accounts Payable.
- Learn how to enter invoices and adjustments, as well as update transactions.
- Learn how to select invoices for payment, automatically and manually.
- Learn how to enter and print manual checks.
- Learn how to close the period.
- Learn how to use the reports and inquiry options when reviewing and tracking transactions.



## CONTENTS

### Welcome and Introduction

Integration

The Company

### Setting Up Bank Reconciliation

Defining Bank Codes

Check, Deposit & Adjustment Entry

Entering Adjustments in the G/L

Reconciling

Reports

## Syllabus

| Section    | Subject                   | Time Estimated |
|------------|---------------------------|----------------|
| 1          | Welcome and Introductions | 10 min         |
| 2          | Bank Reconciliation       | 30 min         |
| 3          | Review                    | 5 min          |
| Total Time |                           | 45 min or      |

## Bank Rec. Class Objectives:

- Provide an understanding of the features available in the Bank Reconciliation module.
- Learn the steps necessary for setting up Bank Reconciliation.
- Learn how to process transactions and reconcile the bank accounts.



# Accounts Receivable

Certified Training Course



## CONTENTS

- Welcome and Introduction
  - Integration
  - The Company
- Accounts Receivable Startup
  - Process
- Accounts Receivable Options
- General Ledger Account Maintenance
- Divisions
- Bank Code Maintenance
- Terms Code Maintenance
- Sales Tax
- Salesperson Maintenance
- Sales Code Maintenance
- Payment Type Maintenance
- Entering Customer Information
- Converting from Another A/R System
- Processing Accounts Receivable
  - Transactions
  - Entering Invoices
  - Entering Debit and Credit Memos
  - Entering Adjustments
  - Printing Invoices
  - Updating Transactions
  - Repetitive Invoices
  - Cash Receipts
  - Match Credits to Open Invoices
  - Budget Report
- Reports
  - Customer Reports
  - Tracking Transactions
  - Management Reports
  - Analyzing Sales
  - Commissions
  - Accounts Receivable Utilities
  - Period End Processing

## Syllabus

| Section | Subject   | Time Estimated                |
|---------|---|-------------------------------|
| 1       | Welcome and Introduction                          | 15 min                        |
| 2       | Setting up A/R                                    | 75 min                        |
| 3       | Processing  | 90 min                        |
| 4       | Lab Exercises 1                                   | 30 min                        |
| 5       | Cash Receipts & Matching Credits to Open Invoices | 30 min                        |
| 6       | Finance Charges and Statements                    | 20 min                        |
| 7       | Reporting in A/R                                  | 45 min                        |
| 8       | Misc. Functions and Period End                    | 30 min                        |
| 9       | Review  | 15 min                        |
| 10      | Lab Exercises 2 and 3                             | 40 min                        |
|         | <b>Total Time</b>                                 | <b>390 min or 6 1/2 hours</b> |

## A/R Class Objectives:

- Provide an understanding of the features available in Accounts Receivable.
- Learn the steps necessary for setting up Accounts Receivable.
- Learn how to enter invoices and adjustments, as well as update transactions.
- Learn how to process cash receipts.
- Learn how to calculate finance charges and print statements.
- Learn how to process Sales Commissions.
- Learn how to use the reports and inquiry options when reviewing and tracking transactions.