

Sage Master Builder

United Solutions' Training Schedule

■ December 2009

Get the most out of your Sage Master Builder software with resources that are flexible, accessible and proven. Sign up today for a training class at New England's only Sage Software Authorized Training Center.

Sage Master Builder

MB900: Sage Master Builder Year-End December 10, 2009 9 a.m. to 4 p.m.

During this one day class you will go through the step-by-step process of closing your fiscal and payroll year-end in an undisturbed atmosphere.

During this class you will learn how to:

- Handle the time sensitive task of closing year-end.
- Make general ledger structure changes for the new year.
- Remove and archive old data such as jobs, invoices, and employees.

Review how to deal with Accounting Period 00 Prior Year and make journal entries once you have closed the year. Remember you must close the Prior Year before making any entries in the New Year.

Room temperatures may vary, please bring a sweater/jacket for your comfort. Lunch is not provided. A list of local restaurants will be available at the training class. A refrigerator and microwave are available at our Marlborough authorized training center if you would like to bring your own lunch.

United Solutions reserves the right to cancel or reschedule any classes. If this becomes necessary, confirmed attendees will be notified at least two business days in advance of the class for rescheduling.

If there is a forecast for inclement weather, please call 888-874-4874 or visit our website at u-s-i.com to confirm class status. A recorded message will be updated by 7 a.m. for last minute cancellations.

Registrations need to be received at least seven business days prior to the scheduled class to ensure availability of course materials. If the minimum number of students (three) is not met, we reserve the right to reschedule the class.

Our classes qualify for continuing professional education credits.

General Class Information

Students must have prior familiarity and skill with the Windows 2000/XP desktop environment.

Full day class fees are \$300 (Connecticut clients add 6% sales tax) per person, per day. Half day class fees are \$150 (Connecticut clients add 6% sales tax) per person, per day. Payment may be made by check, credit card or prepaid contract; it must be acknowledged by United Solutions in order to complete your reservation. Since class sizes are intentionally limited, seats are made available only on a "first-confirmed" basis.

Cancellation by a confirmed attendee must be received by United Solutions in writing no less than five business days prior to the scheduled class in order to avoid cancellation fees; verbal cancellations must be followed up by timely written notification. Cancellations within five business days prior to the scheduled class will result in a cancellation/rescheduling/no show fee of \$100 in addition to forfeiture of the class fee. Please note that if you don't cancel and don't attend, you are still responsible for payment. Student substitutions are allowed at anytime.

Locations & Directions

Marlborough, MA Authorized Training Center

28 Lord Rd., Ste. 285, Marlborough, MA 01752
Phone: 888-874-4874

From the Massachusetts Turnpike (I-90), take I-495 North. From New Hampshire - Take Route 3, I-93 or I-95 to I-495 South. From I-495 at Route 20 (Exit 24B), Take your first right onto Felton St., (if you miss it then take a right at the set of lights onto Landry St. and take a left onto Felton St.) You will come to a set of lights on Felton St., take a right onto Elm St. Go over the bridge and take your first right onto Lord Rd. Park in the rear (upper) parking lot and use that entrance. United Solutions is located on the upper level of the building, Suite 285.



Authorized Partner

United Solutions' Sage Master Builder Training Class Registration Form

Company Name _____

Attendee Name _____

Attendee Email _____

Class(es) Requested & Date(s) _____

Attendee Name _____

Attendee Email _____

Class(es) Requested & Date(s) _____

Attendee Name _____

Attendee Email _____

Class(es) Requested & Date(s) _____

Address _____

Phone Number () _____

Fax Number () _____

Subtotal \$ _____

Tax \$ _____

Total \$ _____

Method of Payment CHECK PREPAID CONTRACT MASTERCARD VISA AMEX (check one)

Credit Card Number _____ - _____ - _____ - _____ CVV _____

Expiration Date _____ (Month/Year)

Authorized Signature _____

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Registrations need to be received at least seven business days prior to the scheduled class to ensure availability of course materials. If the minimum number of students (three) is not met, we reserve the right to reschedule the class.

Return the completed registration form to: Judy Rich, United Solutions, 28 Lord Rd., Ste. 285, Marlborough, MA 01752; fax: 800-466-0045 or call toll free at 888-874-4874 ext. 1357.

For an updated class schedule visit our website at **u-s-i.com**.