

# HOWARD & COMPANY

CERTIFIED PUBLIC ACCOUNTANTS

*“Accounting and tax professionals specializing in MAS90 & MAS200 business management software.”*

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## Class Descriptions

### Core Accounting

#### *General Ledger*

Enhance your productivity with General Ledger skills that enable you to understand all setup options, define the chart of accounts, make journal entries and generate standard and custom financial statements.

#### *Accounts Payable / Bank Rec.*

Increase your productivity and save valuable processing time when you learn the fundamentals of these applications, such as setup, entering vendor information, invoice entry, payment selection and check printing, as well as reporting options and integration issues.

#### *Payroll*

Learn how to setup/improve your payroll system, define payroll parameters and pay rates, maintain tax tables, enter employees, generate payroll checks and print quarterly reports and W-2 forms.

### Productivity Tools

#### *MAS90/200 Custom Office*

Learn how to create customized user defined fields (UDF's) in MAS90/200, modify screen tab sequences to your specifications, integrate MAS90/200 with Microsoft Word & Excel, mail merge using MAS90 data.

#### *Introduction to Crystal Reports*

This entry-level class covers the basics of creating and customizing reports using existing MAS90 data. Working knowledge of MAS90 and Windows proficiency required.

#### *Advanced Crystal Reports*

Class will cover: Overview of File Linking and Join Types; Creation and use of Subreports; Creating Cross-Tab Reports; Overview of Formulas and use of variables, arrays and functions in formulas. Prerequisites: Attendance at an Introduction to Crystal Reports training class or extensive use of Crystal Reports; Working knowledge of MAS90/200 data file structures