

# Education Schedule Classic



GLOBAL  
SOFTWARE

INCORPORATED



# Why?

Education plays a vital role in ensuring that you are able to implement and use our financial solutions as quickly and as easily as possible. We know that customers are constantly examining skill levels to determine immediate and future needs. We also know that cost pressures are higher than ever. That's why we continually enhance both the quality of our courses and the scope of the curricula. We offer high quality, cost-effective training that emphasizes practical methods for using our software.

# Where?

Course Location	Raleigh Office 3200 Atlantic Avenue Suite 200 Raleigh, NC 27604
On-site training	Global offers the convenience of training at your site. Our trainers will come to you and present course material in a way that suites your company's needs.  Contact Jackie Hood at 1-800-849-7500 ext. 5411 for details.

# What?

Course size	Courses are limited to a specific number of participants depending on the course.
Course times	All courses are held from 9:00 a.m. until 4:30 p.m.
Course dates	Per Request  Contact Jackie Hood at 1-800-849-7500, ext. 5411
Delivery mode	All courses are delivered in a live mode.
Field of study	Field of Study for all courses are: Computer Science, Finance and Specific Knowledge and Applications.
Course length	Global education courses range from one to three days in length.
Registration	You can register on line at <a href="http://www.globsoft.com">www.globsoft.com</a> .
Cancellation policy	

If you cancel, the following fees apply:

- One week before the class begins – 10%
- The week that the class begins – 50%
- After the class begins, tuition is nonrefundable.

*Global Software reserves the right to cancel any class that has insufficient enrollment. Participants will be notified one week prior to class.*



Global Software is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing education on the National Registry of CPE Sponsors. State Boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue, North, Suite 700, Nashville, TN 37219-2417. Telephone: 615-880-4200. Web Site: [www.nasba.com](http://www.nasba.com). For more information regarding administrative policies such as compliant and refund, please contact our offices at 800-849-7500.

General Ledger Basic  
Online Workshop  
(GLC-101)

WHO SHOULD ATTEND

New staff responsible for day-to-day preparation and balancing of the General Ledger System.

PREREQUISITES

None.

COURSE DESCRIPTION

This two-day workshop explains the basic skills necessary to perform daily GL tasks. Focus is on setting up and maintaining the ledger on the host system.

COURSE OUTLINE

- Security Processing
- Control File
- General Ledger Master File
- Journal Processing
- Interactive Post
- Trial Balance
- Transaction analyzer
- Period Closing – monthly and year end
- Control Records

DURATION: 2 days

CPE UNITS: 14

COURSE LEVEL: Basic

FIELD OF STUDY: Specialized Knowledge and Applications

*This course is available upon request only.*

General Ledger Report  
Writing Workshop  
(GLC-201)

WHO SHOULD ATTEND

Staff responsible for the day-to-day preparation and balancing of the General Ledger System.

PREREQUISITES

General Ledger Basic Online Workshop (GLC-101) and basic skills in maintaining the ledger.

COURSE DESCRIPTION

This two-day workshop provides the skills necessary to report on financial data within the General Ledger System. Participants will create conventional and matrix reports as well as cost allocations.

COURSE OUTLINE

- Responsibility Reporting
- Report Descriptions
- Report Distribution
- Conventional report maintenance
- Matrix report maintenance
- Online Inquiry and Audit Report
- Account Summary Specifications
- Cost Allocation maintenance
- Control Records

DURATION: 2 days

CPE UNITS: 14

COURSE LEVEL: Intermediate

FIELD OF STUDY: Specialized Knowledge and Applications

*This course is available upon request only.*

General Ledger System  
Technical Workshop  
(GLC-301)

WHO SHOULD ATTEND

Programmers, analysts, operators, or data processing managers responsible for the General Ledger System. Accounting personnel can also gain a better understanding of how the system works on different platforms.

PREREQUISITES

None.

COURSE DESCRIPTION

This one-day workshop reviews the technical aspects of the General Ledger System.

COURSE OUTLINE

- Installation Overview
- Dataset Review
- Jobstream flow
- Job Control Language (JCL)
- Dataset Contention
- Customer Run Sheet (if provided by customer site)

DURATION: 1 days

CPE UNITS: 7

COURSE LEVEL: Advanced

FIELD OF STUDY: Computer Science

*This course is available upon request only.*

Fixed Assets  
Online Workshop  
(FAC-101)

WHO SHOULD ATTEND

New employees and staff responsible for periodic updating and reporting, implementing or maintaining the system, and cost recovery, tax credits, and disposition.

PREREQUISITES

None.

COURSE DESCRIPTION

This three-day workshop covers all aspects of the Fixed Assets System. Participants will study the use and operation of specific system features.

COURSE OUTLINE

- Information Flow within the System
- Online Screen Activity
- System Tables
- Asset Maintenance
- Online Screen to Batch Transactions
- Reporting within FAS
- General Ledger Reporting
- Conversion Considerations
- System Flow

DURATION: 3 days

CPE UNITS: 21

COURSE LEVEL: Basic

FIELD OF STUDY: Finance

*This course is available upon request only.*

Accounts Payable Basic  
Online Workshop  
(APC-101)

WHO SHOULD ATTEND

New or experienced staff who use the Accounts Payable application for inquiry and entry of vendor and voucher data.

PREREQUISITES

None.

COURSE DESCRIPTION

This three-day workshop teaches online and batch Accounts Payable system functions. Participants will enter vendor and voucher data, and use the system's online inquiries to retrieve specific information. Participants will also generate and review reports.

COURSE OUTLINE

- Vendor Data Entry and Maintenance
- Vouchers – Standard, Prepaid, Travel Advance, Contract/Repeat, Batch Control
- Options
- System Flow and Programs
- Reporting
- Online Procedures and Flow

DURATION: 3 days

CPE UNITS: 21

COURSE LEVEL: Basic

FIELD OF STUDY: Specialized Knowledge and Applications

*This course is available upon request only.*

Accounts Payable  
Advanced Workshop  
(APC-111)

WHO SHOULD ATTEND

Experienced staff responsible for control of the Accounts Payable system.

PREREQUISITES

Accounts Payable Basic Online Workshop (APC-101).

COURSE DESCRIPTION

This two-day workshop explains system controls, options, and how to maximize the system. Participants will use reports to verify accounts payable activity and balancing procedures.

COURSE OUTLINE

- Vendor / Voucher Review
- System Controls / Options
- Daily and Monthly Balancing Procedures
- Reporting and Verification
- System Flow and Programs

DURATION: 2 days

CPE UNITS: 14

COURSE LEVEL: Advanced

FIELD OF STUDY: Specialized Knowledge and Applications

*This course is available upon request only.*

Accounts Payable  
1099 Workshop  
(APC-112)

WHO SHOULD ATTEND

Experienced staff responsible for control, reporting and production of 1099-MISC forms and files from the AP system.

PREREQUISITES

Accounts Payable Advanced Workshop (APC-111).

COURSE DESCRIPTION

This one-day workshop is designed to review the current year's changes for 1099-MISC reporting. Participants will learn tools necessary for effective 1099 tracking, reporting and production. Emphasis will be on 1099 mass maintenance and overrides for the actual production of forms.

COURSE OUTLINE

- Current IRS Requirements
- Vendor Review / Maintenance / Tracking
- 1099 Reporting
- 1099 Jobstreams
- Overrides Batch Cardins
- 1099 Forms Production

DURATION: 1 day

CPE UNITS: 7

COURSE LEVEL: Intermediate

FIELD OF STUDY: Specialized Knowledge and Applications

*This course is available upon request only.*

Accounts Payable  
System Technical  
Workshop  
(APC-301)

WHO SHOULD ATTEND

New staff responsible for system installation and daily job execution.

PREREQUISITES

None.

COURSE DESCRIPTION

This one-day workshop reviews system installation and maintenance procedures, as well as the technical aspects of the Accounts Payable system. Participants will review commonly used job streams and restore procedures.

COURSE OUTLINE

- Installation Members INSTRUCT, MAINTINS, MEMMAST, MDLMAST
- Daily Batch Processing
- Edit/Report Production
- Online File Backup/Restore
- File Rebuild
- Naming Conventions
- Master Files – Record Layout and Dependence
- Interaction with Other Systems

DURATION: 1 day

CPE UNITS: 7

COURSE LEVEL: Advanced

FIELD OF STUDY: Computer Science

*This course is available upon request only.*

