



SAGE MAS 90 SAGE MAS 200

## ATC Processing your Payroll in Sage MAS 90 and Sage MAS 200

This four-hour course provides the Payroll Specialist with the skills they need to complete their job efficiently and accurately using the MAS 90 or MAS 200 Payroll module. **Prerequisite:** Prior attendance in the Introduction to MAS 90 and MAS 200 training class or equivalent knowledge. Cost for this class is **\$250, which** includes a training manual for you to keep. **After the class you will be able to:**

- Enter and process payroll transactions
- Calculate and process payroll checks
- Correct errors in payroll processing
- Process common payroll exceptions
- Identify appropriate reports to use when faced with the need for specific information
- Print and verify the appropriate tax and deduction reports

**Class Location:** Business Technology Solutions, Inc.  
1616 E. Millbrook Road  
Suite 380  
Raleigh, NC 27609  
Phone: 919-781-2900 ext. 27 Fax: 919-781-8580

**\*\*To register for this class or to view a complete listing of classes offered, please visit our website at <http://www.btsolutions.net/Training/TrainingSchedule.html> Please call our office with any questions.**

**Registration Deadline is August 3, 2007. Register today!**

**CLASS FEES MUST BE PAID 10 DAYS PRIOR TO ATTENDING THE CLASS.  
We reserve the right to cancel or reschedule this class when necessary.**



Business Technology Solutions is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional 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. Web site: [www.nasba.org](http://www.nasba.org).

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## **Business Technology Solutions, Inc.**

### **Cancellation & Rescheduling Policy**

These policies have been put into place to ensure our customers receive the highest quality instruction. Since class size is limited, all cancellation/rescheduling deadlines will be strictly adhered to.

#### **Cancellations**

You may cancel a class without penalty by giving Business Technology Solutions notice at least 3 business days prior to the scheduled starting date of the class. If you cancel without at least 3 business days notice prior to the starting date of the class, you will be assessed a 100% cancellation fee.

#### **Reschedules**

You may reschedule a class without penalty by giving Business Technology Solutions notice at least 3 days prior to the scheduled starting date of the class. A limit of 1 reschedule per course is permitted.

#### **No shows**

If you do not attend a class and do not give notice, you will be assessed a 100% “no-show” fee.

#### **Reimbursements**

Business Technology Solutions reserves the right to cancel a class at any time. If that happens, we will refund the course fee(s) in full. Business Technology Solutions liability is limited to the course fee(s) only.