



Authorized Training Center

SAGE MAS 90 SAGE MAS 200

ATC Payroll Quarter and Year End Processing In Sage MAS 90 and Sage MAS 200

8:30am - 12:30pm

Take the stress out of processing quarter and year-end Payroll. Attend this 4 hour training class to learn the steps for quarter and year-end processing. Learn how to spot potential issues in Payroll and how to correct them before they become problems. Learn important troubleshooting tips for quarter and year-end reconciling. This course is taught by a certified trainer using the MAS 90 and MAS 200 Self Study Guide. **Prerequisite:** General understanding of the MAS 90 or MAS 200 system. Cost for this class is **\$250, which** includes a training manual for you to keep. **After the class you will be able to:**

- Creating a Backup before Closing the Quarter or Year
- What Important Reports Should be Printed
- Printing W2 Forms
- Understanding and Modifying the W2 Form
- Creating a Magnetic Media File
- Steps for Closing the Quarter and Year in Payroll

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



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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.