



Authorized Training Center

SAGE FAS

FAS Asset Accounting Training Class

9:00 am – 5:30 pm

This training course is divided into seven sections. Each section focuses on key features of the FAS Asset Accounting program. Sections are designed based on usability, not necessarily the order in which features appear on menus, drop-down boxes or icons. **Prerequisite:** None. Cost for this class is **\$450**, which includes a training manual for you to keep. **FAS Fixed Asset Training:**

- Learn to open and close the FAS program, identify program screens, access the Group and Detail views and select assets from within the Group view
- Group and sort assets for reporting and depreciation
- Learn to create, use, remove and locate a database
- Create a company with customized fields and lists
- Manage Depreciations for both internal & tax purposes
- Learn how to add new Asset records, Dispose of an Asset and calculate depreciation for all assets or groups of assets
- Backup and Restore company asset data

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

Sage Software, the Sage Software logos, and the Sage Software product and services names mentioned herein are registered trademarks or trademarks of Sage Software, Inc., or its affiliated entities. All other trademarks are property of their respective owners.

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.