



FAS Training Class

Learn how to use FAS to its fullest!

User Guide and lunch included with class.

Introduction to FAS

- Starting FAS
- Using the FAS Icon
- Using the Start Menu
- Using the Maintain Menu

Creating Grouped Reports

- File Menu
- Edit Menu
- Asset Menu
- Depreciation Menu
- Reports Menu
- Customize Menu
- Window Menu
- Help Menu

New Company Setup

- Entering Company Information
- Header Fields
- Book Defaults Tab
- Short Years Tab
- Book Overrides Tab

Customizing the System

- Customize Fields Window
- Smart List Window
- Group Manager
- Group Manager Window
- Group Manager Criteria Window

The Toolbar

Reports Overview

Maintaining Assets

- Main Tab
- Disposal Tab
- History Tab
- Notes Tab

Processing Depreciation

- Depreciate Assets
 - Using the Depreciation Icon
 - Using the Depreciation Menu
 - Depreciate Window
- Reset Depreciation
 - Reset Depreciation Window
- Post Depreciation
 - Post Depreciation Window

Questions and Answers

Overview

Welcome to the FAS Software Introduction training class. This course is designed as an introduction to FAS for new users of the program. Students are required to have basic working knowledge depreciation. During class participants will use New Company Set-Up to create a new company. All company default information will be reviewed. Data file entry and modification will be reviewed. No product knowledge required. The Advanced guide is included with the class.

This course also reviews selecting data, linking tables and using parameter fields. This class is taught by an experienced certified trainer. There will be a maximum of 4 students per class and are hands on 1 person per PC. All classes are CPE accredited. Students will receive a certificate of completion.

Cancellation policy: Course cancellation must be received in writing 5 days prior to course date to be eligible for refund and are subject to a \$50 administrative fee. Reschedule the class with no administrative fee.

Fee: 1/2 day session \$399.00
Peachtree Premier Training Center

View dates or sign up www.jcscomputer.com
"Helping you do more in less time!"



<input type="checkbox"/> VISA <input type="checkbox"/> Master Card <input type="checkbox"/> American Express <input type="checkbox"/> Discover <input type="checkbox"/> Please fax or e-mail paid invoice.		
Credit Card Number	Company Name	Credit Card Expiration
Cardholder Name	Phone	Cardholder Signature
Billing Address	Billing City, State	Billing Zip Code
Payment is required at time services are rendered. I have read & agree to the above terms and rates. JCS is authorized to apply charges to the above credit card for support services requested. Credit card or check accepted for On-sites & classes.		

Fax to 866-666-9932

P.S. Get your unlimited annual ACT! Software Technical Support & you get 3 online classes for free!