



February Internet Training Courses



Student Registration

Company/Community Name: _____ Customer ID: _____

There is no limit to the number of individuals within a company or community who can attend, provided you have the resources (conference room with Internet connection, speaker phone, projector, etc.) so that each individual within the company can equally benefit from attendance.

If you would like each attendee to attend the online course from his/her own workstation, please complete additional attendee information. There is a \$50.00 charge for each additional attendee (limit 2 additional attendees per course).

Course Information

COM-101 Monday, February 14, 2011 at 2:00 PM EST – Communications

This course is designed to review the communications module which includes Attachments, E-Mail functions. We will review the various e-mail functions recently released in TOPS Professional and TOPS Standard. When completed you should have a good understanding of how to better utilize these features for your organization or community.

Attendees	Name	Email	Cost
Primary			\$150.00
Additional			\$50.00
Additional			\$50.00

COM-102 Tuesday, February 15, 2011 at 2:00 PM EST – TOPS iMail

This course is to utilize how to compose TOPS iMail for tracking emails sent from the new feature in TOPS Professional and TOPS Standard.

Attendees	Name	Email	Cost
Primary			\$150.00
Additional			\$50.00
Additional			\$50.00

JBS-101 Wednesday, February 16, 2011 at 2:00 PM EST – Job Streaming Process

This course will cover how the Job Streaming module for TOPS Professional will automate and simplify many recurring processes. We will discuss what processes are available in the Job Streaming module, how to create new Job Streaming jobs, and how to schedule the jobs to either run automatically or prompt the user to run them.

Attendees	Name	Email	Cost
Primary			\$150.00
Additional			\$50.00
Additional			\$50.00

TRF-101 Thursday, February 17, 2011 at 2:00 PM EST – Transfer of Ownership

This course will review the process for entering owner information due to a resale or transfer of ownership. The course will highlight items that should be considered from the time you received the Demand from the Title Company thru posting the Escrow check into the new homeowner account. At the end of this course, students should have a good understand the process for transferring ownership.

Attendees	Name	Email	Cost
Primary			\$150.00
Additional			\$50.00
Additional			\$50.00

Course materials will be provided via e-mail to the contacts above approximately one week prior to course date. If you have specific questions that you would like answered during the course, please e-mail them to training@topsoft.com, with the course number in the subject line.

Authorization Agreement for Credit Card Payment

I authorize TOPS Software to charge my credit card indicated below for the following training and/or consulting services:

<input type="checkbox"/> Please charge my credit card: (Circle One)				
Cardholder Name:	_____			
Street Address:	_____			
City, State, Zip:	Phone	_____		
Card Number:	Number:	_____		
Signature:	Expiration Date:	_____		

Fax this signed authorization form to 301-869-4371. If paying by check, please mail completed form along with payment to:

**TOPS Software • 364-C
Christopher Avenue •
Gaithersburg, MD 20879**

Registration form and payment must be received no later than one week prior to course date!



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Happy Valentines



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Course Information





<input type="checkbox"/> ACCNT-401 Friday, February 18, 2011 at 2:00 PM EST – Customizing Financials			
This course will provide students with the knowledge and understanding to customize their financial statements generated out of the General Ledger module, using the Maintain Layout feature. In this course we will cover the steps necessary to edit your existing financial statements layout to obtain the layout that will most effectively present a community's financial position. In addition we will cover ideas for you to create supporting documents.			
Attendees	Name	Email	Cost
Primary			\$150.00
Additional			\$50.00
Additional			\$50.00

Course materials will be provided via e-mail to the contacts above approximately one week prior to course date. If you have specific questions that you would like answered during the course, please e-mail them to training@topssoft.com with the course number in the subject line.

Authorization Agreement for Credit Card Payment

I authorize TOPS Software to charge my credit card indicated below for the following training and/or consulting services:

Please charge my credit card: (Circle One)

Cardholder Name: _____

Street Address: _____

City, State, Zip: _____ Phone Number: _____

Card Number: _____ Expiration Date: _____

Signature: _____

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