

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

NCS-101 Tuesday, January 11, 2011 at 2:00 PM EST – New Community Setup

This course will cover the steps necessary to successfully set up a new community in TOPS. In addition we will highlight items that you should consider when setting up a community. We will take a stroll through the New Community Setup Wizard to initialize the basic community. Then we will walk through the process of setting up homeowners, loading balances for homeowners, and loading General Ledger beginning balances. We will also review the process steps of validating the numbers between TOPS and the system one would be moving from. We will talk about time saving tips for management companies using a template community approach.

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

ACCNT-301 Wednesday, January 12, 2011 at 2:00 PM EST – Adjusting AR Owner Balances

This course will provide an overview of adjusting owner balances using ADD/WAIVE and PAY ADJUST functions. As a prerequisite for this course, students should have a general understanding of Accounts Receivable functions in TOPS v3.2.1, including Cash Receipts, Apply Charges, and Apply Prepays. At the end of this course, students should have a good understanding of how to correct A/R owner balances on a consistent basis.

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

ACCNT-330 Thursday, January 13, 2011 at 2:00 PM EST – Late Fee, Interest and Collection Processing

This course will cover the various ways late fees can be defined. In addition we will cover the process of defining and using the Apply Interest module to offer your communities both a fixed dollar late fee and interest calculations. We will also review how to best tie in the late fee process with the collections process.

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

ACCNT-401 Tuesday, January 18, 2011 at 2:00 PM EST – Customizing Financials

The objective of this class is to teach the steps necessary to edit your existing financial statements to obtain the layout that will most effectively present a community's financial position. We will also cover how to create new custom schedules to support your basic financial statements.





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 two days 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: _____

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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Course Information

<input type="checkbox"/> CCR-101 Wednesday, January 19, 2011 at 2:00 PM EST – CCR/ACC Enforcements and CCR Form Letter			
This course is designed to help you set up the CC&R module to be used as efficiently as possible. When completed you should be able to define the standard process of managing violations or architectural request for your organization or community. Add to this course is the set up of the form Letters for the CCR process.			
Attendees	Name	Email	Cost
Primary			\$150.00
Additional			\$50.00
Additional			\$50.00





<input type="checkbox"/> CCR-103 Thursday, January 20, 2011 at 2:00 PM EST – Managing Violations			
This course is designed to help manage the day to day tasks associated with managing violations and architectural change request. When completed you should be able to input new violations. In addition you will understand how to process all actions due on a given day, and print reports.			
Attendees	Name	Email	Cost
Primary			\$150.00
Additional			\$50.00
Additional			\$50.00

<input type="checkbox"/> CCR-201 Friday, January 21, 2011 at 2:00 PM EST – Advanced Functions for CCR			
This course is designed to help you to take advantage of the new features of the CC&R module. It will also walk you through the effectiveness of the Global CCR Batch functionality.			
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 two days 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.

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<input type="checkbox"/> 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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