

Form Design and Report Writing with Sage Master Builder

Hands-on Workshop

Presented by

**Logical Construction
Concepts**

**Your Sage Master Builder
Business Partner**



Tuesday, October 13, 2009

8:30-4:30 Concord, CA

What you will learn:

Form Design

- Modifying Existing Forms
- Creating a Form from Scratch
- How Form Design and Report Writer work together
- Adding and manipulating “boiler plate” text
- Copying text from Word and Excel to your form
- Adding and formatting Master Builder data that “falls” on the forms
- What data is available for your form
- Adding and formatting calculated fields
- Adding and formatting boxes, lines, and graphics
- Adding/manipulating page breaks and Proper naming of forms

Report Writer

- Modify existing and system reports
- Which system reports are modifiable
- Proper naming of reports for easy access
- Creating a Report from scratch using the Wizard
- Adding and manipulating Master Builder fields
- What data is available for the report
- Grouping and subtotaling of numeric fields
- Using calculated fields
- Adding lines and boxes
- Adding and manipulating page breaks
- Exporting data to Word and Excel

Make the most of Master Builder’s ability to produce the documents and forms you use everyday!

Your Instructors:

JIM CUMMING has 10 years hands-on experience with Master Builder and has been a Sage Master Trainer for the last 6 years.

DONNA LUCAS has 25 years hands-on experience with the system and has also been a Master Trainer for the last 6 years.

Limited Seating! – Please respond promptly

866 522-8668

<http://lcc-mb.com/Workshops.html>

Sage MASTER BUILDER

Report Writer/Form Design Workshop

Thank you for registering for this workshop being held at the time and location indicated below.

Contra Costa Builders Exchange, 2440 Stanwell Dr, Concord, CA Tuesday, October 13, 2009 8:30 – 4:30

_____Form Design & Report Writing \$500 per attendee

_____Discount of \$50 per day per student if payment received by October 7, 2009

You will be receiving an email/fax the day prior to the event as a reminder that will include directions and a map to the venue. Mark your calendar!

Please arrive 15 minutes prior to the event.

Coffee and refreshments will be provided. You will be on your own for lunch.

Refunds are not available for this event. If cancellation by attendee occurs 48 hours prior to scheduled event, fees paid may be applied to another workshop.

Workshop Attendance Application

Company Name: _____

Mailing Address: _____

City, St ZIP: _____

Phone Number: _____ Fax Number _____

Attendee #1 _____ Email _____ Cost _____

Attendee #2 _____ Email _____ Cost _____

Attendee #3 _____ Email _____ Cost _____

Credit Card Type: Visa, MasterCard, Discover

Name on the Card: _____

Card Number: _____

Expire Date: _____ Authorized Total \$ _____

PLEASE FAX COMPLETED FORM TO 925-937 9888 – Attn: Elli
Logical Construction Concepts
866-522-8668

www.lcc-mb.com

<http://lcc-mb.com/Workshops.html>

Checks may be mailed to LCC, 6 Boies Court, Pleasant Hill, CA 94523

