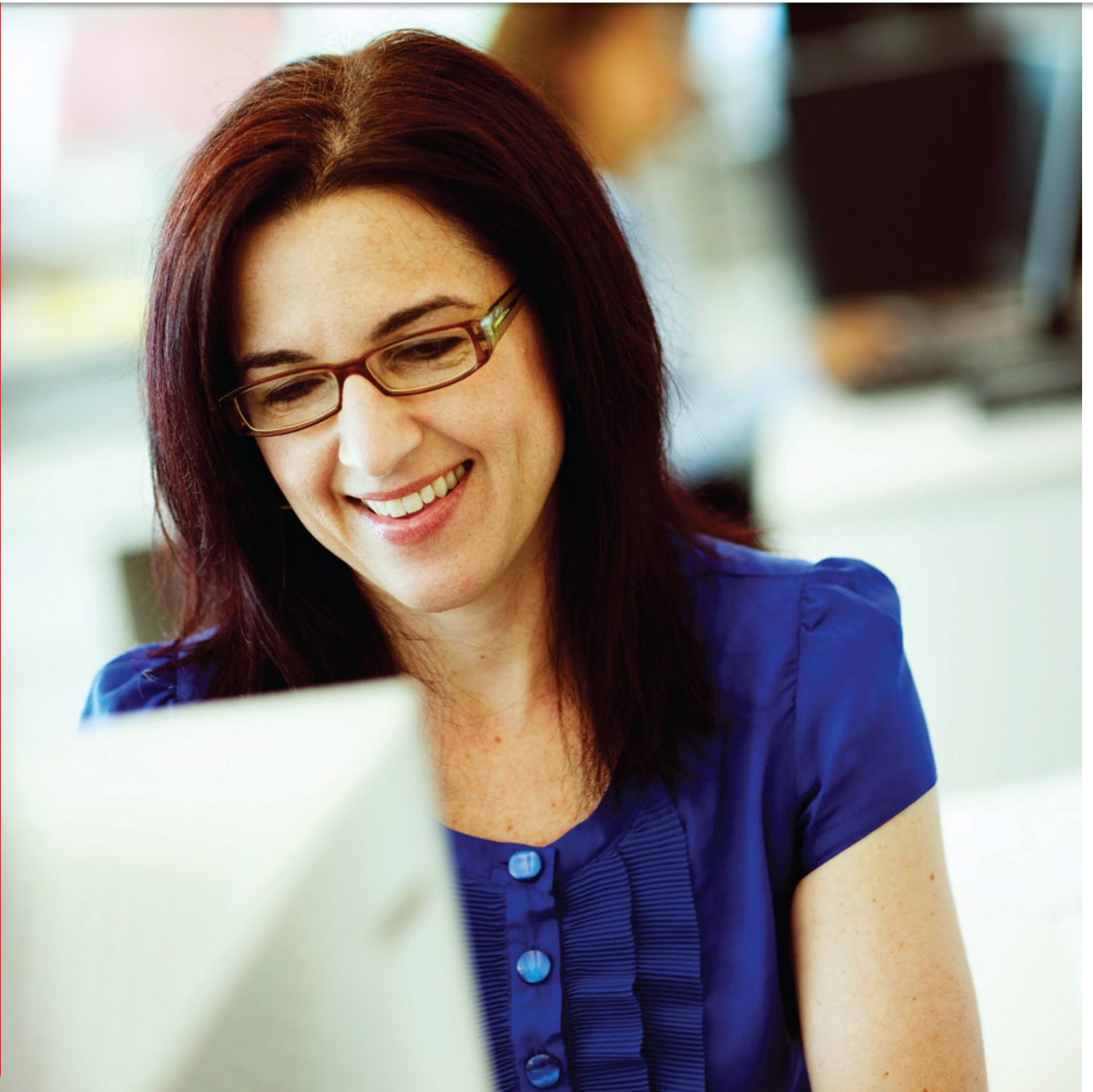


= exact

And it all comes together.

Exact **Macola ES**

Training Course Catalog



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Exact Macola Progression®
Exact Macola® ES
Exact Synergy® Enterprise
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Michigan Ladder Company

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150 Fourth Avenue North, Suite 700, Nashville, TN, 37219-2417.

Web site: www.nasba.org

Macola ES Getting Started with Navigation

Overview

This course is designed to serve as a prerequisite for all Macola training, both online and classroom. It provides a basic understanding of how to navigate through the Macola company.

Who should attend this class?

New Macola users

Level: Basic

Pre-requisites

Basic Microsoft® Windows® skills

Objectives

- Learn how to login to Macola
- Utilize online help
- Demonstrate use of toolbar icons
- Customize your user role bar
- Select your menu options
- Run and customize search windows
- Learn how data is entered and edited
- Demonstrate attaching notes and documents
- Explore the use of cards
- Demonstrate selecting personal user settings

Delivery Method: Internet-based

Duration: 2 hrs

CPE Credits: 2

Cost: \$195/student

Macola ES Chart of Accounts & Journals

Overview

This class provides a detailed explanation of how to organize, set up, and maintain the chart of accounts, cost centers, cost units, journals, and the period-date calendar.

Who should attend this class?

Controllers, financial managers, and any Macola user who is responsible for setting up and maintaining the chart of accounts, financial statement layout, journals, and the period-date calendar

Level: Intermediate

Pre-requisites

- Basic understanding of accounting principles and your accounting system

Objectives

- Develop an understanding of how to setup and maintain the general ledger chart of accounts
- Demonstrate the setup and use of cost units and cost centers
- Identify how to setup G/L categories and use them to effectively design financial statements
- Understand the use of journals within the system including how to set up and maintain the different types of journals, how the system uses each type of journal, and how to assign source journals to processes
- Learn how to setup and maintain the period-date calendar

Delivery Method: Internet-based

Duration: 3 hrs

CPE Credits: 3

Cost: \$295/student

Macola ES General Ledger Transactions and Reports

Overview

This class provides a detailed explanation of how to make different types of monthly general ledger entries, as well as options to view and analyze data and print financial statements.

Who should attend this class?

Controllers, financial managers, and any Macola user who is responsible for making general ledger entries and printing financial reports.

Level: Intermediate

Pre-requisites

- Basic understanding of accounting principles, your accounting system and chart of accounts

Objectives

- Learn how to use the general journal to make normal month-end and correcting entries
- Discuss required fields and defaults when making an entry
- Learn how to edit or void incorrect G/L entries
- Discover how to create recurring journal entries
- Explain how to generate reversing entries
- Develop an understanding of how to use the cards and other views to analyze data
- Identify functionality available from the card view like matching, changing data, adding notes, attaching documents, and exporting data to Excel
- Explore options available using the Analytical Accounting functionality
- Learn how to print financial reports using the options available within the system

Delivery Method: Internet-based

Duration: 3 hrs

CPE Credits: 3

Cost: \$295/student

Macola ES Accounts Payable

Overview

This class provides students a detailed explanation of Accounts Payable (A/P) functionality and features in Macola ES

Who should attend this class?

Macola users who are responsible for entering A/P transactions and payments

Level: Basic

Pre-requisites

- Understanding of basic A/P concepts

Objectives

- Understand the different dates used in AP processing
- Learn how to enter vouchers.
- Discuss how to use the vendor auto distribution feature.
- Discover how to setup and use recurring voucher templates.
- Learn how to use vendor cards to access information and attach notes and documents.
- Learn how to process payments including how discounts are handled.
- Discover how to handle partial payments.
- Understand how to process manual checks.
- Learn how to void an A/P check.
- Discuss steps necessary to include payments on vendor 1099

Delivery Method: Internet-based

Duration: 3 hrs

CPE Credits: 3

Cost: \$295/student

Macola ES Accounts Receivable

Overview

This class provides a detailed explanation of the Accounts Receivable (A/R) functionality in Macola.

Who should attend this class?

Macola users who are responsible for entering and maintaining A/R transactions and customer payments.

Level: Intermediate

Pre-requisites

- Understanding of basic A/R concepts

Objectives

- Learn how to enter sales transactions
- Discover how to setup and use recurring sales transaction templates
- Discuss how to setup service codes and use them to create service invoices and quotes
- Use customer cards to access key information and attach notes and documents
- Understand the cash receipts process
- Matching receipts to specific invoice or multiple invoices
- Writing off discounts/allowances
- Handle under/over payment amounts
- Discover how to re-apply payments and credit amounts
- Discuss how to handle non A/R cash receipts

Delivery Method: Internet-based

Duration: 3 hrs

CPE Credits: 3

Cost: \$295/student

Macola ES Customer & Vendor Maintenance

Overview

This class provides an explanation of how to setup and maintain customers and vendors in Macola.

Who should attend this class?

Macola users who are responsible for setting up and maintaining A/R and A/P records.

Level: Basic

Pre-requisites

- Understanding of basic A/R and A/P concepts

Objectives

- Demonstrate how to enter and maintain customer and vendor information
- Understand how to add additional contacts and addresses for customers and vendors
- Identify the defaults in package settings used to customize the Accounts Receivable and Accounts Payable packages
- Review tax detail codes and tax schedules
- Setup payment conditions (terms codes)
- Setup sales people in A/R under System menu
- Discuss setup of customer types and vendor types

Delivery Method: Internet-based

Duration: 3 hrs

CPE Credits: 3

Cost: \$295/student

Macola ES Budgeting

Overview

This course has been designed to help users understand the steps necessary to setup and use a budget in Macola.

Who should attend this class?

Macola users responsible for entering and maintaining budgets using Macola

Level: Intermediate

Pre-requisites

- Basic understanding of Macola accounting modules and your accounting processes

Objectives

- Learn how to setup a budget scenario
- Enter and edit budget information for accounts
- Use Microsoft® Excel Add-in functionality to create budgets and import into Macola
- Discuss how to print budget information on standard reports and include on custom custom report created using the Excel Add-in

Delivery Method: Internet-based

Duration: 2 hrs

CPE Credits: 2

Cost: \$195/student

Macola ES Cash Flow

Overview

This class provides an introduction of the cash flow functionality in Macola.

Who should attend this class?

Macola users who are responsible for processing cash flow transactions and bank reconciliations

Level: Intermediate

Pre-requisites

- Basic understanding of Macola Financial packages and your accounting system

Objectives

- Learn how to setup bank accounts in Macola
- Enter transactions to handle bank fees, interest income, and transfers between bank accounts
- Understand the bank reconciliation process
- Learn how to handle customer checks returned for non-sufficient funds
- Process void checks
- Review some of the available reports

Delivery Method: Internet-based

Duration: 3 hrs

CPE Credits: 3

Cost: \$295/student

Macola ES Advanced Accounts Payable

Overview

This class provides students a detailed explanation of several time saving features included in Macola ES.

Who should attend this class?

Macola ES users who are responsible for entering and maintaining A/P transactions and payments

Level: Intermediate

Pre-requisites

- Understanding of basic A/P concepts and your company processes
- Macola ES Accounts Payable or an understanding of the concepts covered in that class

Objectives

- Discuss default accounts and dates used with AP transactions
- Learn how to handle partial payments and setup installment payment terms
- Examine the authorized voucher process
- Discover how to use Matching screen to apply credits, reapply payments, write off remaining amounts, and reallocate voucher to a different vendor
- Review manual check process and how to void an A/P check
- Understand how to setup and process an electronic payment (EFT) to vendors
- Learn how to Process 1099-MISC including how to print forms to send to vendors, create the electronic file if required, and how to correct the amount for an individual vendor and reprint the form.
- Discuss month end and year end processing requirements

Delivery Method: Internet-based

Duration: 2 hrs

CPE Credits: 2

Cost: \$195/student

Macola ES Advanced Accounts Receivable

Overview

This class provides students a detailed explanation of several time saving features included in Macola ES.

Who should attend this class?

Macola ES users who are responsible for entering and maintaining A/R information and records.

Level: Intermediate

Pre-requisites

- Understanding of basic A/P concepts and your company processes
- Macola ES Accounts Payable or an understanding of the concepts covered in that class

Objectives

- Learn how to use the Match Automatically feature to instantly match payments to invoices when the amounts are the same
- Review how to handle partial payments and write off of discounts and allowances to multiple invoices at the same time
- Understand how to reapply a payment or credit to a different invoice for a customer
- Discover how to reallocate an invoice from one customer to another to handle situations where a parent organization pays invoices of a subsidiary
- Discuss how to use the details button to create installment payment terms for a customer invoice
- Learn how to easily refund a customer overpayment
- Understand how to process finance charges
- Examine commission reporting options
- Discuss month end and year end processing requirements

Delivery Method: Internet-based

Duration: 2 hrs

CPE Credits: 2

Cost: \$195/student

Macola ES Advanced General Ledger

Overview

This class provides students a detailed explanation of several time saving features included in Macola ES.

Who should attend this class?

Controllers, Financial Managers and any Macola ES user who is responsible for making general ledger entries and printing financial reports

Level: Intermediate

Pre-requisites

- Basic understanding of accounting principles, your individual accounting system and chart of accounts, and basic understanding of Macola ES General Ledger functionality
- Macola ES G/L Transactions and Reports or an understanding of the concepts covered in that class

Objectives

- Understand how user settings affect card views and search options.
- Realize how date options impact information when viewing cards, reports, and reconciling sub ledgers to General Ledger.
- Discuss General Ledger match/link option as reconciliation tool.
- Identify 'Change' options available from cards and analytical accounting.
- Discover a process that can be used to allocate revenue or expense to multiple periods in a single step.
- Learn how to allocate costs to multiple cost centers for a financial reporting period using G/L Cost Allocation process.
- Discuss how to use project codes to group and report revenue and costs.
- Learn how to setup and create intercompany transactions.
- Discuss General Ledger period and year end processing.

Delivery Method: Internet-based

Duration: 2 hrs

CPE Credits: 2

Cost: \$195/student

Macola ES Excel Add-in

Overview

This course is designed to show students how to use the Excel Add-in feature to create custom reports in Microsoft® Excel.

Who should attend this class?

Controllers, financial managers and any Macola user who would like to understand more about the Excel Add-in functionality.

Level: Intermediate

Pre-requisites

- Macola navigation skills
- General understanding of Microsoft® Excel

Objectives

- Learn how to run the available standard reports
- Find out how to use table data option to create quick lists
- Discover how to search for specific data in Macola and add to a spreadsheet
- Learn how to use functions to create custom reports
- Discover how to import budget into Macola from Excel
- Find out how to run reports in multiple companies or include multiple company's data in one report
- Explore the use of SQL select statements to bring data into Excel

Delivery Method: Internet-based

Duration: 4 hrs

CPE Credits: 4

Cost: \$395/student

Macola ES Assets

Overview

This class provides a basic understanding of how to setup and use the Macola Assets module.

Who should attend this class?

Macola users wanting to setup or use the Macola Assets module

Level: Intermediate

Pre-requisites

- Macola Getting Started with Navigation
- Basic understanding of Macola Financial modules and your accounting process
- Basic understanding of accounting principles related to assets and depreciation

Objectives

- Identify the setup necessary to start using the Macola Assets module
- Learn how to setup depreciation methods and asset groups
- Learn how to enter existing assets including their accumulated depreciation amounts
- Learn how to enter new assets when purchased
- Understand how to calculate depreciation
- Demonstrate how to remove an asset when sold or disposed of
- Review reports and methods of viewing asset data

Delivery Method: Internet-based

Duration: 4 hrs

CPE Credits: 4

Cost: \$395/student

Macola ES Payroll Year End

Overview

This class provides students a detailed explanation of Payroll year-end functions for Macola.

Who should attend this class?

- Payroll and accounting managers

Level: Intermediate

Pre-requisites

- Progression Payroll navigation skills
- Solid understanding of Payroll concepts

Objectives

- Discuss the steps necessary to process the payroll year end
- Discover which versions of Macola will be supported for year end
- Discover how to enter fringe benefit information so that it appears correctly on the W-2 including term life insurance paid by the employer
- Understand how to print W-2's
- Learn how and when to correctly clear payroll year to date accumulators
- Discuss how to update the tax rates for the new year for FWT, SWT, LWT, FICA, FUI, SUI/SDI, & Workers Compensation
- Learn how to update deduction amounts that have changed with the start of the new year

Delivery Method: Internet-based

Duration: 2 hrs

CPE Credits: 2

Cost: \$195/student

Macola ES Accounting Year End

Overview

This class provides an understanding of the steps involved in the accounting period- and year-end process.

Who should attend this class?

Controllers, financial or accounting managers, and any Macola users who is responsible for period- and year-end procedures in the accounting modules.

Level: Intermediate

Pre-requisites

- Macola Getting Started with Navigation
- Basic understanding of Macola Financial modules
- Knowledge of basic accounting principles and your accounting system

Objectives

- Review how to add years and open and close periods in the period-date calendar
- Review how journals are linked to processes
- Identify the processing steps required for year-end in accounts receivable
- Identify the processing steps required or year-end in accounts payable
- Discuss steps necessary to print 1099MISC reports
- Understand the process profit and loss application used to create period- or year-end entries
- Learn how to make correcting entries to a prior year

Delivery Method: Internet-based

Duration: 2 hrs

CPE Credits: 2

Cost: \$195/student

Macola ES Financials Workshop

Overview

Do you need to learn how to enter and process general ledger, accounts receivable, cash flow, and accounts payable transactions in the Macola financial modules? This 3-day classroom course will discuss functions used in the Macola financial modules and will include a hands-on lab to help further your knowledge. The course will include demonstrations on how to enter and process general ledger, accounts receivable, cash flow, and accounts payable transactions. We will preview a few select reports used to analyze data within the system. The session will cover the use of the G/L cost allocation method to allocate costs in existing transactions to various cost centers.

Who should attend this class?

Customers responsible for knowing how to process transactions within the Macola financial modules

Level: Intermediate

Pre-requisites:

- Macola Getting Started with Navigation
- Basic knowledge of accounting principles

Objectives

- Learn how to add new accounts in the chart of accounts including the use of cost units and cost centers
- Understand the use of categories to structure financial statements
- Understand how to add additional years and control periods within the period-date calendar
- Set up new journals in Journal maintenance and review source journal setup
- Demonstrate entering and maintaining customer and vendor information in their maintenance screens
- Understand how to process general ledger transactions such as regular general journal entries, recurring entries, and reversing entries
- Understand how to process accounts receivable transactions including entering regular invoices, various types of service invoices, and cash receipts with and without discounts
- Understand how to process accounts payable transactions including entering invoices and payments with and without discounts
- Preview analytical accounting functionality

Delivery Method: Classroom

Duration: 3 days

CPE Credits: 21

Cost: \$995/student

Macola ES Inventory Management

Overview

This course is designed to provide users an introduction of the features and functions found in the Macola ES Inventory Management application.

Who should attend this class?

- Customers working within the inventory management package and any of the Distribution or Manufacturing packages within Macola ES
- Exact Employees and Resellers providing support, training, and consulting for this package

Level: Intermediate

Pre-requisites

- An understanding of the basic principles of material management and its process flow

Objectives

- Understand the integration of the Inventory Management application to the other Macola ES Distribution and Manufacturing applications
- Learn how to setup locations and bins
- Learn how to create Item Master and Item/Location records
- Understand of the serial/lot functionality
- Enter the various Inventory transactions and processes
- Become familiar with the inventory reports and views available

Delivery Method: Internet-based

Duration: 4 hrs

CPE Credits: 4

Cost: \$395/student

Macola ES Physical Inventory and Cycle Counting

Overview

This class provides students an introduction into the features and functions available for physical inventory and cycle counting for Macola.

Who should attend this class?

Macola users who would like to learn how to perform physical inventory and cycle counting including: inventory managers, purchasing managers, and inventory control personnel.

Pre-requisites

- Macola navigation skills
- Basic understanding of Macola inventory management concepts

Objectives

- Understand needed documentation for counting
- Recognize differences between physical inventory and cycle counting
- Create a tag table
- Perform counts and control inventory movement during counts
- Enter the count
- Validate count entries
- Pre-post the count
- Create worksheets
- Print count analysis reports

Delivery Method: Internet-based

Duration: 2 hrs

CPE Credits: 2

Cost: \$195/student

Macola ES Bill of Material

Overview

This course is designed to provide users an introduction of the features and functions found in the Macola ES Bill of Material application.

Who should attend this class?

- Customers working within the Bill of Material package; Engineers, Productions Managers
- Exact Employees and Resellers providing support, training, and consulting for this package

Level: Intermediate

Pre-requisites

- Completion Macola ES Inventory Management on-line training classes
- Understanding of basic principles regarding Bills of Material

Objectives

- Understand the integration of Bill of Material to the other Macola ES Distribution and Manufacturing applications
- Learn how to create a Bill of Material
- Use ECM control to maintain Bills of material
- Understand the report and processes available in Bill of Material

Delivery Method: Internet-based

Duration: 3 hrs

CPE Credits: 3

Cost: \$295/student

Macola ES Purchasing

Overview

This course is designed to provide users an introduction of the features and functions found in Macola ES Purchase application.

Who should attend this class?

- Customers working with this packages; Purchase Agents, Buyer/Planners, Material Managers
- Exact Employees and Resellers providing support, training, and consulting of this package

Level: Intermediate

Pre-requisites:

- Completion Macola ES Inventory Management on-line training classes

Objectives

- Understand the purpose of the Purchase Order package
- Learn how to create various types of purchase orders; Normal, Blanket, Drop Ship
- Understand the processing flow of the purchase orders
- Enter receipts for purchase orders
- Understand available reports in the Purchase Order package

Delivery Method: Internet-based

Duration: 3 hrs

CPE Credits: 3

Cost: \$295/student

Macola ES Production Order Processing (POP)

Overview

This course is designed to provide users an introduction of the features and functions found in the Macola ES Production Order Processing “light” manufacturing application.

Who should attend this class?

- Customers working with this packages; Productions Managers/Schedulers
- Exact Employees and Resellers providing support, training, and consulting of this package

Level: Intermediate

Pre-requisites

- Understand the basic principles of manufacturing management and its process flow
- Completion Macola ES Inventory Management on-line training classes.
- Completion Macola ES Bill of Material on-line training classes

Objectives

- Understand the purpose of the production order package
- Learn how to create production orders
- Understand the process flow with the production orders
- Learn how to enter a “Disassembly” production order
- Enter transactions affecting production orders

Delivery Method: Internet-based

Duration: 3 hrs

CPE Credits: 3

Cost: \$295/student

Macola Order Entry Processing

Overview

This class provides an introduction to the basic processes necessary to record customer orders in the Order Entry package in Macola.

Who should attend this class?

Macola users who are responsible for the implementing and/or using the Order Entry package such as sales entry personnel, sales management, and credit managers.

Level: Intermediate

Pre-requisites

- Basic Navigation skills
- Basic understanding of Order Entry setups
- Understanding of the basic principles of sales management and its process flow

Objectives

- Complete the process flow for entering invoice and regular type orders
- Demonstrate the process for entering a quote and converting it into an invoice
- Demonstrate entering a credit memo to adjust a prior order
- Demonstrate creating and using a master order to enter an O/E order
- Demonstrate the setup and processing of a blanket type O/E order

Note: *Setups required to run the Order Entry package are taught in the class Macola Order Entry Setup*

Delivery Method: Internet-based

Duration: 3 hrs

CPE Credits: 3

Cost: \$295/student

Macola Order Entry Setups

Overview

This class provides an introduction to the Macola setups required to use the Order Entry package.

Who should attend this class?

Macola users who are responsible for installing and/or implementing the Order Entry package.

Level: Basic

Pre-requisites

- Basic Navigation skills
- Understanding of the basic principles of the order entry process flow

Objectives

- Understand the integration of the Order Entry application to the other Macola Financial, Distribution and Manufacturing applications
- Understand history tables and sales history periods
- Preview product category/location maintenance
- Discuss the different types of price codes
- Demonstrate entering comments in comment codes maintenance screen
- Introduce shipping lead time functionality
- Demonstrate Order Entry setup in package settings

Note: *Processing of O/E orders is taught in the class Macola Order Entry Processing*

Delivery Method: Internet-based

Duration: 2 hrs

CPE Credits: 2

Cost: \$195/student

Macola ES Distribution Classroom

Overview

This four and a half day hands-on class provides the foundation you will need to effectively use functionality within the Macola Distribution modules.

Who should attend this class?

Macola customers who are responsible for the Distribution functions within their business.

Level: Intermediate

Pre-requisites

- The ability to perform basic operations in Windows
- An understanding of basic logistics and materials management concepts

Objectives

- Explore the features and benefits of each module
- Understand the overall integration of the Macola Distribution modules
- Understand the application setup process for each module
- Identify critical business decisions and their implications within each module
- Process basic transactions
- Discuss the views and reports within each module
- Recognize inventory costing methods

Course Agenda

Day 1 Overview of Macola and Inventory Management

Day 2 Inventory Management (cont) and Purchase Order/RFQ

Day 3 Purchase Order/RFQ (cont) and Bill of Material

Day 4 Production Order Processing and Order Entry/RMA

Day 5 (half day) Order Entry/RMA

Delivery Method: Classroom

Duration: 4.5 days

CPE Credits: 32

Cost: \$1445/student

Macola ES Standard Product Routings

Overview

The Standard Product Routings class provides an in-depth look at how routing are setup and maintained within Macola. Topics discussed include; package setup, master data entry, routing entry, and reporting functionality within the routing package.

Who should attend this class?

- Customers working with this package

Level: Intermediate

Pre-requisites

- Macola Inventory Management
- Macola Bill of Material

Objectives

- Understand the purpose of the Standard Product Routing package
- Identify and enter master data files relating to the Standard Product Routing package
- Understand the different types of routings; items specific vs general
- Create a routing and gain an understanding of the attributes associated to the routing
- Review reports and processes associated with the Standard Product Routing package

Delivery Method: Internet-based

Duration: 4 hrs

CPE Credits: 4

Cost: \$395/student

Macola ES Advanced Item Management and Planning Workshop

Overview

This 2-day classroom workshop will provide a focused look into the setup and usage of the Inventory, Material Requirements Planning MRP (MRP), and Master Scheduling packages within Macola ES. This class focuses on the Planners perspective in setting up and using MRP and Master Scheduling, but also with detailed information provided on the setup and usage of the Inventory package.

Who should attend this class?

- Customers working with Inventory, MRP, and Master Scheduling.
- Exact Employees and Resellers providing support, training, and consulting for this packages

Level: Intermediate

Pre-requisites

- Macola ES navigation skills
- Basic knowledge of Inventory management principles including MRP and Master Scheduling

Objectives

- To understand the purpose of the Inventory, MRP, and Master Scheduling packages in Macola ES
- To identify and enter master data relating to these packages
- Learn how locations, item, and item location records are created
- Discuss inventory management principles available within Macola ES including the use of Bins, and Serial/Lot activation for items
- Processing of Inventory Transactions: Misc Issues/Receipts, Quantity adjustments, location and bin transfers
- Learn how cycle counts created and processes within Macola ES
- Discuss the MRP Regeneration process
- Understand how to manage the various exceptions generated from MRP

- To be able to act upon the advice generated from MRP including conversion of planned to actual orders
- Discuss the Master Scheduling processes

Delivery Method: Classroom

Duration: 2 days

CPE Credits: 14

Cost: \$795/student

Macola ES Standard Costing

Overview

The Standard Costing class provides a detailed look into how the Macola Standard Costing package calculates and establishes a standard cost for an item.

Who should attend this class?

- Customers working with this package

Level: Intermediate

Pre-requisites

- Macola Inventory Management
- Macola Bill of Material

Objectives

- Identify the purpose of the Standard Costing package
- Identify and enter master data related to the Standard Costing package
- Understand the standard cost processes for establishing current costs for an item
- Identify purchased Items
- Understand manufacturing in Shop Floor
- Understand manufacturing in POP
- Learn how current costs are rolled into standard costs
- Learn the functionality of the projected cost master
- Review reports available with the Standard Costing package

Delivery Method: Internet-based

Duration: 3 hrs

CPE Credits: 3

Cost: \$295/student

Macola ES Shop Floor Control

Overview

The Shop Floor Control class provides an in-depth look into how shop orders are created, managed, and transacted against within Macola. Discussions of different methods for shop order creation, shop order scheduling, and an analysis of operational and material records are all included within this training session.

Who should attend this class?

- Customers working with this package

Level: Intermediate

Pre-requisites

- Macola Inventory Management
- Macola Bill of Material
- Macola Standard Product Routings (only if licensed for this package)

Objectives

- Identify the purpose of the Shop Floor Control package
- Learn how a shop order is entered and understand the detail that makes up the order
- Identify the different methods for shop order creation: make to stock and make to order
- Learn how a shop order can be modified
- Understand the scheduling capabilities within shop floor control
- Understand how material is allocated and how to identify shortages within the shop order package
- Learn how a purchase order can be linked to a shop order
- Process the various type of transactions for shop orders (material and labor transactions)
- Review reports associated with the Shop Floor Control package
- Identify and enter master data files relating to Shop Floor Control

Delivery Method: Internet-based

Duration: 4 hrs

CPE Credits: 4

Cost: \$395/student

Macola ES Manufacturing Cost Accounting

Overview

The Macola Manufacturing Cost Accounting (MCA) class provides a detailed analysis of the cost information presented within the MCA package. With MCA working closely with the Shop Floor package this class provides a continuation of the shop floor control session. The MCA class will provide an in-depth look into how the planned costs are calculated from shop floor control and into the cost entries created from the transactions flowing from shop floor control.

Who should attend this class?

- Customers working with this package

Level: Intermediate

Pre-requisites

Macola Shop Floor Control

Objectives

- Identify the purpose of the MCA package
- Establish master data relating to the MCA package
- Identify valid cost methods that can be used
- Understand how transactions flow to MCA from shop floor control
- Identify the cost entries made with each of the transactions affecting MCA
- Become familiar with the Standard Cost distribution process
- Review reports associated with the MCA package

Delivery Method: Internet-based

Duration: 3 hrs

CPE Credits: 3

Cost: \$295/student

Macola ES Material Requirements Planning

Overview

The Material Requirements Planning (MRP) class provides an in-depth look into how to setup and use the MRP package. MRP setups including package settings, calendars, item, item locations, and bills of material are first explored followed by detailed look into the daily use of MRP including running the regeneration and exploring reports for both analysis and action.

Who should attend this class?

- Customers working with this package

Level: Intermediate

Pre-requisites

- Macola Inventory Management
- Macola Bill of Material

Objectives

- Understand the purpose of the Material Requirements Package
- Identify and enter master data relating to the Material Requirements package
- Understand the regeneration process; inputs into MRP and MRP outputs
- Review reports available with the Material Requirements Package
- Manage the various exceptions generated from MRP
- Convert planned orders to actual orders

Delivery Method: Internet-based

Duration: 3 hrs

CPE Credits: 3

Cost: \$295/student

Macola ES Master Scheduling

Overview

The Master Schedule (MS) class provides a detailed look into the functionality available within the MS package. Topics include master schedule item setup, master schedule order merging and creation, forecast order creation, integration with MRP, and rough cut capacity planning.

Who should attend this class?

- Customers working with this package

Level: Intermediate

Pre-requisites

- Macola Inventory Management
- Completion of Macola MRP is recommended if package is in use

Objectives

- Understand the purpose of the Master Schedule package
- Identify and enter master data relating to the Master Schedule package
- Identify forecast order entry functionality
- Understand the Master Scheduling processes available including merge and purge processing
- Identify MS functionality with MRP
- Learn rough cut capacity functionality

Delivery Method: Internet-based

Duration: 3 hrs

CPE Credits: 3

Cost: \$295/student

Macola ES Manufacturing Classroom

Overview

This highly interactive, hands-on class provides essential information toward understanding and using Macola Manufacturing features and functionality.

Who should attend this class?

- Customers working with the package, specifically production managers, master schedulers, manufacturing managers and planners.

Level: Intermediate

Pre-requisites

- Basic understanding of manufacturing concepts and terminology
- Successful completion of the Macola Distribution classroom *or* completion of the following Macola internet-based courses: *Inventory Management • Bill of Material • Purchasing Production Order Processing (POP) • Order Entry*

Objectives

- Develop Standard Product Routings, incl. package settings, master data setup.
- Utilize Standard Costing, including standard, current and projected costs
- Understand Shop Floor Control (SFC) package settings, create shop orders, explore scheduling methods, manage material allocations/shortages & create transaction entries
- Recognize Manufacturing Cost Accounting (MCA) functionality, including valid cost methods, processing cost entries created by SFC and shop order closing procedures
- Understand key Material Requirements Planning (MRP) functions including package & item settings, MRP action, and reporting capability.
- Explore and use Master Scheduling features & functionality

Delivery Method: Classroom

Duration: 4.5 days

CPE Credits: 32

Cost: \$1445/student

One on One Personal Training Course Options

Exact Americas also offers training courses on additional topics that, due to demand, are not currently scheduled on a regular basis. These courses are fee-based, and can be scheduled or modified to fit your needs. These courses are delivered via the internet and if purchased, would be held specifically for your company's attendance only.

Macola ES Beginning Balances

Overview

This class provides an understanding of the steps necessary to enter beginning balance information in Macola.

Who should attend this class?

Macola users responsible for entering beginning balance information when implementing Macola.

Level: Intermediate

Pre-requisites

- Macola Getting Started with Navigation
- Basic understanding of Macola Financial modules and your accounting processes
- Understanding of the information covered in the Macola Chart of Accounts & Journals class as well as the Macola G/L Transactions & Reports class

Objectives

- Learn how to enter beginning balance information when implementing Macola
- Demonstrate how to enter Accounts Receivable and Accounts Payable open items
- Identify how to enter beginning balance and outstanding items to implement banking

Delivery Method: Internet-based

(scheduled by request)

Duration: 2 hours or as scheduled

CPE Credits: 1 for each hour scheduled

Cost: \$175/hour

Macola ES Payroll Processing Introduction

Overview

This class provides students a detailed look at the steps required to process a regular payroll run in Macola from entering the time entry header through posting to payroll history.

Who should attend this class?

Macola payroll users

Level: Intermediate

Pre-requisites

- Macola Getting Started with Navigation
- Basic understanding of payroll principles

Objectives

- Learn how to determine posting dates for payroll expense and payment entries
- Understand time entry for both manual and automatic employees
- Discuss the edit validation and trial post steps, common errors, and how to make corrections if errors are found
- Understand what happens during the gross to net step
- Discuss posting to payroll and payroll history
- Learn about payment processing from creating the ACH file to printing checks or payment advices

Delivery Method: Internet-based

(scheduled by request)

Duration: 4 hours or as scheduled

CPE Credits: 1 for each hour scheduled

Cost: \$175/hour

Macola ES Payroll Training

Overview

Under the one on one personal training option we offer payroll training on several topic. Under this option we can configure training based on your individual needs.

- Payroll Setup Options
- Understanding how to setup and use payroll deductions including how to define if pretax
- Identify required payroll tax setup requirements
- Discuss how to setup and calculate worker Compensation amounts
- Learn how to setup and use leave accrual plans
- Learn how to use Earnings Codes to define how employee earnings are calculated, taxed and used in overtime calculations
- Understand how GL Codes are used to create the accounting entries for payroll
- Discover how to handle fringe benefit amounts including excess term life insurance

Delivery Method: Internet-based

(scheduled by request)

Duration: As scheduled

CPE Credits: 1 for each hour scheduled

Cost: \$175/hour

**All prices subject to change. This catalog represents currently available courses. Exact Americas reserves the right to alter the training curriculum and availability at any time.*

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