

Leahy Consulting / Esta Group Classroom Training Outline

Exact Macola Software Class Descriptions	Duration	Who will benefit?
<p>NEW CLASSES</p> <ul style="list-style-type: none"> • Improving Performance thru File Retention & File Purging • Macola SQL administration • MRP & Master Scheduling implementation • Bank Book implementation • F9 Overview 	<ul style="list-style-type: none"> • 1/2 day • 1/2 day • 1 day • 1/2 day • 1/2 day 	<p>Anyone who wants to obtain better performance and increased productivity from their Macola software.</p>
<p>Cycle Counting & Physical Inventory Processing - Using our proven checklists, you will greatly streamline this processing and eliminate costly mistakes.</p>	1 day	<p>Those responsible for an accurate physical or cycle count inventory</p>
<p>Year-End & Month-End Processing - Using our proven checklists, you will greatly streamline this processing and eliminate costly mistakes.</p>	1/2 day	<p>Anyone involved with year end or month end processing.</p>
<p>How will I Benefit From the NEW ES Software? We'll present the newest software package from Exact and help you plan for the future.</p>	1/2 day	<p>Suitable to all existing Macola Progression users.</p>
<p>New Employee Overview & Navigation Learn how to easily key in data, look up data, and organize your menus.</p>	(1/2 day class is scheduled as needed.)	<p>New Macola Progression users</p>
<p>Top Management Overview & Capabilities One of our specialties is showing you how the Macola software is really supposed to work and how you can grow your company and without hiring more office staff.</p>	(1/2 day class is scheduled as needed.)	<p>Top management as well as accounting, production, inventory & purchasing and/or customer service managers.</p>
<p>Crystal Reports Introduction and Intermediate Learn how to make custom reports for better and timely reporting. Learn from the experts.</p>	1 day	<p>Everyone who wants to learn how to develop basic customized reports.</p>
<p>Fundamentals Classes - These classes provide in-depth overviews of how the Macola software can improve your productivity and streamline your operation:</p> <ul style="list-style-type: none"> • General Accounting - Accounts Receivable, Accounts Payable, Bank Book & General Ledger. • Materials Management - Inventory Management and Purchasing • Light Manufacturing - Bill of Materials, Inventory Management & Production Order Processing • Cost Accounting - Inventory Management, Shop Floor Control, Manufacturing Cost Accounting, & Standard Product Costing 	1 day per class	<p>Employees in these areas:</p> <ul style="list-style-type: none"> • accounting • production • inventory management • materials management • purchasing • customer service • cost accounting

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We Provide

- Personalized training in a casual setting with no distractions
- Instruction in the use of the software to meet your unique needs
- Customized training manuals
- Hands-on exercises based on real situations
- A fast computer, large monitor and printer for each student
- Certificate of completion

Unique Benefits

- Our personalized instruction is tailored to your needs
- You will return to your office being more productive
- We have knowledgeable and experienced instructors
- Students are requested to bring at least one business problem with them to solve during class. You will take back to your company a working Macola solution or a working Crystal report to implement immediately.
- FREE Crystal refresher classes for twelve months

Macola Users Will Learn To

- Set up the software to meet your unique needs
- Understand the flow of data through the software
- Locate screens and reports to meet your needs

Crystal Users Will Learn To

- Develop basic reports using one or multiple files
- Select specific Macola data
- Export data to Excel
- Create formulas, sort, format dates, etc.
- Understand Macola data file contents

CPE Credits

- All of our classes are eligible for CPE credits.

Cost

Full day classes are typically \$395 per student.

Half day classes are typically \$225 per student.

Month-end, Year-end, Physical/Cycle Counting, Inventory & Management Overview classes are \$650 per company.

Private full day classes are \$1,400.

We include:

- Lunch
- Indoor parking in Tower Place
- Juice, soda, coffee, tea and snacks
- Carew Tower Observation Deck visit (weather permitting)

Cancellation Policy: If you cancel from two to five business days before the class date, you will be penalized 50% of the tuition. If you cancel the day before or do not show, you will be charged the full cost. In both cases, you can apply the penalty to another class.

Location

Carew Tower, (441 Vine Street, Suite 4100)

Downtown Cincinnati, 4th and Vine Street (Next to the Tower Place Mall)