The ShinerGroup

Project Management for Increased Productivity

Thursday, April 28th, 2022
- Remote Workshop using GoToWebinar
- 4 one-hour sessions with a 30-minute break between each session:

	Eastern	Pacific	Alaska
Part 1	Noon to 1:00 pm	9:00 am to 10:00 am	8:00 am to 9:00 am
Part 2	1:30 pm to 2:30 pm	10:30 am to 11:30 am	9:30 am to 10:30 am
Part 3	3:00 pm to 4:00 pm	noon to 1:00 pm	11:00 am to noon
Part 4	4:30 pm to 5:30 pm	1:30 pm to 2:30 pm	12:30 pm to 1:30 pm

This session will focus on getting the most out of the project management features in Sage 100 Contractor. While you may have all the accounting up and running, many users fail to utilize some or all of the integrated project management features

From start to finish, Sage 100 Contractor helps you manage jobs. But the output is only as good as the input. This webinar will help you improve the data input process and perfect the analysis of jobs to increase profitability. We will start from the beginning to explore best practices for setting up a job, creating the information needed to manage the job, and analyzing the job from start to finish. Examine how to better enter and track Budgets, Subcontracts, Purchase Orders and Change Orders. Learn the value of profitability reporting within the program and discover how to easily find the information you need to better manage jobs on a daily basis.

See below for detailed agenda.

We will break up the material into 4 one-hour sessions, all on April 28th. Each session will be one hour, with a 30-minute break between sessions. This will allow you to use the break between sessions to work in your own program, ask questions or work in your office making calls, answering emails or getting something to eat so that you can focus better during each one-hour session. The sessions will also be recorded so you can view them later for up to 45 days after the workshop. You will also receive a PDF of the handout prior to the workshop so you can print out to follow along.

The price is $350 per attendee. If multiple people from one office want to attend, you only need to register once as long as everyone shares the same computer. If multiple people from the same company want to attend, each at their own computer, then each attendee will be considered a separate registration.

Even if you are unable to participate on April 28th, you can still register and purchase the workshop to get full access of the recordings and the workbook.

Please fill out the registration form attached to this email. Make your check payable to Leslie Shiner and mail to the address on the registration form.

I look forward to a great workshop!

Agenda

- Utilizing all the features of project management
- Creating and tracking budgets, subcontracts and purchase orders
- Understanding all the features of Change Orders
- Flawless integration between Accounts Payable and Project Management
- Creating accurate Over/Under Billing reports
  - Benefits of internal Change Orders
- Getting the most out of the job cost reports
  - Job Cost Summary
  - Committed Cost Reporting
  - Cost to Complete
- Creating job level security
- Discovering how the Project Work Center can make your life easier