



2009 CLASS DETAILS

MICROSOFT INTEGRATION

Time: 90 minutes

Level: All levels

Save valuable time by skipping keystrokes and mouse clicks! In this class you will learn how AccuBuild integrates with Microsoft products, allowing you the freedom to use Excel in the field for things like time card entry, importing estimates and schedule of values. You will learn how to create custom spreadsheets that link directly to the AccuBuild database, how to directly access documents in AccuBuild from Word, Excel and/or Outlook. You will also discover how easy it is to synchronize events and tasks from Project Management with Outlook.

CHANGE ORDER PROCESSING

Time: 70 minutes

Level: All levels

Stay abreast of your ever-changing project and make sure you don't overlook any details, big or small! In this class you will discover various methods for tracking change orders in AccuBuild, handling change orders under separate contracts, handling T&M change orders and how change orders affect the work in progress schedules. You will find out how to run change order analysis for status on pending and approved change orders. This class will ensure you know all available methods of tracking.

ANALYZING JOB PROFITS & CASH FLOW

Time: 70 minutes

Level: All levels

In this economy, it is more crucial than ever before to know exactly where you stand on your profitability. You need know which projects are the most profitable, which Project Managers are the most profitable and how to project your future profitability. This class will teach you how to accomplish all of these goals and more.

Learn how to tap into your data for analysis on profit and cash flow, discover profit and cash flow trends, identify which types of projects make you the most profit. You will also learn how to use historical data for forecasting future project estimates, how to use specialized reports for tracking unit production and how to revise budgets and committed cost analysis.

SUBCONTRACTOR MANAGEMENT

Time: 70 minutes

Level: All levels

Whether you're managing hundreds or handfuls, this class will teach you how to efficiently manage all of your subcontractors with ease! Learn all the tools available in AccuBuild for managing subcontract payments and associated paperwork. Find out how to pay subcontractors directly from schedule of value billings and discover methods of tracking subcontractors in the Project Management Module. You will also learn how to use profile tracking to track such things as insurance certificates, liens and releases, along with custom fields for tracking individual needs.

ACCUBUILD SCHEDULING MODULE

Time: TBD

Level: All levels

Come see us debut our new Gantt Chart Scheduling Module! This new module will offer functionality similar to Microsoft Project but will be fully integrated with AccuBuild estimate items, schedule of values, equipment and employees. If you attend this class, you can receive 50% off the new module if you decide to purchase it within 30 days of the conference.

CUSTOM FORMS

Time: 70 minutes

Level: All levels

Did you know you have the ability to reflect your customer's branding? In this class, discover how 'My AccuBuild Reports' can be used to customize all your form needs. Learn how to use your logo, or your customer's logo on all forms. From billings and purchase orders to RFIs and change order requests, you will know how to plug in specific jobs (for multiple customers) so they all reflect the correct or desired branding. It's simple to modify forms using 'My AccuBuild Report' Designer!

DOCUMENT MANAGEMENT

Time: 70 minutes

Level: All levels

New for 2009, this class will teach you how to use the AccuBuild Document Explorer, a user-friendly folder system designed like Windows Explorer, yet specifically for the needs of construction companies. Learn how create your own folders and secure folders to keep them private and safe.

You will know how to create folder templates, build your own tree of folders and plug a template into a folder system to create the necessary forms. This class also covers how to scan batches of documents for invoice processing. After taking this class, you will also understand how the new AccuBuild Office Add In works seamlessly with Outlook, Word and Excel.

MY ACCUBUILD REPORTS

Time: 70 minutes

Level: Basic

This is the basic level class, recommended for all new customers and new hires not yet familiar with the AccuBuild system. This class covers how to customize the reports menu, how to secure reports and assign to user groups, how to create & modify custom reports and forms from the report library, how to create user-defined fields in AccuBuild database for creating your own fields to integrate with custom reports & forms.

MY ACCUBUILD REPORTS

Time: 70 minutes

Level: Advanced

This advanced level class is recommended for existing AccuBuild users or users who have completed the *My AccuBuild Reports* basic level class. You will learn all about building, creating and modifying reports and forms. You will also be taught how to use mail merge forms for accounts receivable invoices and sub payment sheets; how to create and use drill downs and sub reports, as well as custom report consulting services offered by AccBuild.

PROJECT MANAGEMENT – GETTING STARTED

Time: 70 minutes

Level: Basic

This is the basic level class, recommended for all new customers and new hires not yet familiar with the AccuBuild system. In this class, you will learn how to use Project Management log for tracking RFIs, change order requests, change orders, daily reports and much more. You will know how to set up static lists for project team members and construction divisions. You will learn how to use the ADMS explorer panel in PM for handling docs, emails, etc., as well as using the 'My Day' tab for scheduling events and tasks and syncing with Outlook.

PROJECT MANAGEMENT

Time: 70 minutes

Level: Advanced

This advanced level class is recommended for existing AccuBuild users or users who have completed the *Project Management – Getting Started*. In this class, you will learn a variety of ways to utilize your Project Management module to its fullest. You will know how to create custom forms for Project Management logs, including an overview of security features to limit which jobs Project Managers can access and level of access.

You will learn how Project Management integrates with accounting modules for handling change orders and how it helps you unify accounting and Project Management, so both are on the same page and bills are never forgotten. You will learn how to schedule and view tasks and events for multiple users, as well as how the MS Office Add In integrates with Project Management documents.

CORE ACCOUNTING BASICS - PART I - SETUP AND PROCESSING

Time: 90 minutes

Level: Basic-Part I

This is Part I of the basic level class, recommended for all new customers and new hires not yet familiar with the AccuBuild system. Gain valuable knowledge about using modules. Each one is covered in this class, from the set-up properties to the day-to-day processing tasks. Part I covers payroll, accounts payable, accounts receivable, time card entry, check processing, receipt options and much more.

CORE ACCOUNTING BASICS - PART II - SETUP AND PROCESSING

Time: 90 minutes

Level: Basic- Part II

This is Part II of the basic level class, recommended for all new customers and new hires not yet familiar with the AccuBuild system. In this class you will learn all about general ledger, job cost, cost estimates, schedule of values, contract billings and more.

CORE ACCOUNTING - PART I - ADVANCED TOPICS

Time: 90 minutes

Level: Advanced – Part I

This advanced level class is recommended for existing AccuBuild users or users who have completed the *Core Accounting – Setup and Processing – Part I & II*. You will learn setup and handling of union and prevailing wage reporting, handling historical rate and benefit changes, processing certified payroll reports and monthly union reports, reconciling accrued union dues and benefits.

You will also learn how to manage and reconcile cash accounts and bank balances, payable and receivables and direct job cost from the job schedule, advantages of doing month end closeout and how to use the company inquiries tools to quickly identify and troubleshoot account balance issues.

CORE ACCOUNTING - PART II - ADVANCED TOPICS

Time: 90 minutes

Level: Advanced – Part II

This advanced level class is recommended for existing AccuBuild users or users who have completed the *Core Accounting – Setup and Processing – Part I & II* and *Core Accounting- Advanced Topics, Part I*.

Is your equipment profitable? If not, it can be! Learn how to make your equipment profitable, track equipment expenses and usage and get the most out of your investment. Discover how to use AccuBuild to track equipment location, manage rental rates and photo management, run over/under utilization reports to track actual rental rate cost vs. estimated costs. You will know how to run depreciation and insurance record reports, as well as how equipment module integrates with payroll to create automated rental entries to your job cost. Discover how easy it is to track maintenance expenses to know exactly how much you need to operate it and maintain you equipment.

In this class, you will learn how to create and track purchase orders, stock orders, subcontract orders and moving stock from inventory to the job cost. Learn how to make stock purchases for specific jobs, learn how to use purchase orders and how unit pricing, quantities and sales tax are verified automatically to prevent being overcharged.

Find out how you can avoid clerical errors, saving your company time and money. You will also know how to track receivers and shipments to the field, how to use committed cost reports for most accurate job cost projection tools, how to handle subcontract payments with sub order and how these orders integrate with Project Management.

THE YEAR IN REVIEW

Time: TBD

Levels: All levels

Get a hands-on overview of all of the helpful, new features and tools that have been added to AccuBuild since last year's conference. Have we fulfilled your wishlist items? Share your favorite new item with the group and let us know what's on your wish list for 2010.

TIPS, TRICKS & SHORTCUTS

Time: TBD

Level: All levels

An attendee favorite, this fast-paced class will teach you helpful little tricks, tip and shortcuts in the AccuBuild system you might not know about. This class will help you save time, make your day-to-day work easier and better utilize your system.

COMDATA VIRTUAL MASTER CARD

Time: TBD

Level: All levels

New for 2009, AccuBuild partners with Comdata to offer customers AB MasterCard! Last year we introduced this idea and now it's here! Learn how it works within the AccuBuild system and listen to your Comdata representative explain the details and benefits. Find out how this unique card can make your company a little extra cash.