



2021 Tribute Training Class Schedule

May - December

For additional information contact:

Tami Carper, Manager, Tribute Support | tami.carper@tribute.com

Date	Title	Price	Description	Pre-Requisite	Registration URL
5/4	Understanding Inventory Management - Setup & Maintenance	\$299.00	<p>Do you know the buy methods available to you? Do you know how buy quantities are calculated? Do you understand Forecasted Monthly Demand and Forecasted Lead Time? Are you using Safety Stock and Review Cycle? How about Ranking? Do you know how to set up the factors involved? In today's changing economic climate, effectively managing your inventory is more important than ever.</p> <p>This Online Training class will have a direct impact on your company's inventory value, inventory turns, and service levels.</p>	This is a prerequisite for any subsequent Understanding Inventory Management Classes.	https://attendee.gototraining.com/r/7451398408172659202
5/11	Understanding Inventory Management - Forecasting Customer Demand & Vendor Lead Time	\$299.00	As a follow up to Understanding Inventory Management – Setup and Maintenance, this class focuses on analyzing and auditing Forecasted Monthly Demand and Forecasted Lead Time. FMD and FLT directly affect when you buy, how much you buy and enables you to better take advantage of supplier discounts.	Understanding Inventory Management - Setup & Maintenance	https://attendee.gototraining.com/r/3345421767824582402
5/18	Understanding Inventory Management - Buying & Replenishment	\$299.00	Have you ever questioned why the system recommended buying an item? Or why it didn't recommend buying an item? Where do zero buy quantities come from? Understanding the buying and replenishment process in the system minimizes the time your purchasing group spends on buying and maximizes their time available for truly managing your inventory, which will result in	Understanding Inventory Management - Setup & Maintenance; Understanding Inventory Management - Forecasting Customer Demand & Vendor	https://attendee.gototraining.com/r/9205339356800970498

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			better customer service. This class assumes knowledge gained in the prior two classes, so they are recommended as a series.	Lead Time	
7/6	Price Updates – Format, Import & Update	\$299.00	Did you know that you can import Inventory Price Updates from an Excel spreadsheet into Tribute instead of doing all that tedious manual entry?! It is more important than ever to make sure that your Vendor Pricing is accurate for purchasing and quoting. In this class, you will learn how to set up your Excel file, the FTP process to transfer the file to the Tribute server, and which Tribute programs are used to update the Pricing to your Tribute Inventory records. We will also review the price update options available, if you don't have a file, and want to increase your Price (and/or Current Replacement Cost) by a certain percentage.		https://attendee.gototraining.com/r/5139553168721360129
7/13	New User Intro to Tribute	\$299.00	This class will give your new employee an introduction and orientation to the Tribute product.		https://attendee.gototraining.com/r/2624389533858218753

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7/20	NEW! Comments – Maintenance & Print Options	\$349.00	This class overviews comment categories for Customer & Vendor Comments. It dives into printing, viewing, purging and auto-adding comments to forms and inquiry screens. We also review all of the ZFIM and system settings that will allow you to generate template comments and defaulted system driven comment updates.		https://attendee.gototraining.com/r/6545295277507447297
7/27	Sales Tax Setup & Maintenance	\$349.00	When our customers call in and ask for help with taxing their customers, one of the first questions that we ask is... “What state(s) are you dealing with?” There are states with simple tax laws... and states with tax laws so complex, you need a manual to understand all of the codes. This class focuses on all of the options that are available for setting up & maintaining your sales tax authorities as well as exemptions... and exceptions.		https://attendee.gototraining.com/r/2310237071570096129
8/3	Sales Order Processing – Commitment, Allocation & Releasing	\$349.00	This class will begin with a detailed discussion of the variables involved in the Commitment, Allocation and Releasing of material to customer orders. Have you ever wondered why an item released to a different order than you expected? If two orders need the same item, can you control priority? We will also review the proper methods for maintaining existing sales orders even if the packing list has already released. We'll make sure that you know how to properly maintain	Sales Order Processing – Order Entry	https://attendee.gototraining.com/r/779675104264068353

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			open sales order and audit those changes if needed.		
8/10	Sales Order Processing – Reports & Inquiries	\$299.00	What is the quickest and most efficient way to find information when a customer calls? The information is there at your fingertips. This session will review the most efficient ways to check the status of open orders. Are you proactively expediting open customer orders? What are the best reports to use? We will review these reports and the recommended procedures for documenting results. Once you have completed shipments to your customers, you can monitor your success by utilizing the Customer Service Level report. The information is all there and this session will explore the methods for finding and reviewing sales order information.		https://attendee.gototraining.com/r/6165114942948137473
8/17	Sales Order Processing – Bill of Material Entry	\$299.00	A review of the Bill of Material Entry features in Tribute. We are going to cover everything from free-form entry and templates to standard product structures. What are your options for structuring the order, but also improving component accuracy as well as pricing and cost roll up? Entering bills of materials with subassemblies will also be discussed. Don't miss the opportunity to become an expert in Bill of Material structures.	For new users or a review, but OQE knowledge is required.	https://attendee.gototraining.com/r/5932898087161868289

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8/24	Sales Order Processing – Managing Counter Sales	\$299.00	Is Counter Sales a part of your business? Then you want to make sure you are using all the tools Tribute has to offer to make this process more efficient and this online class is for you. How can OQE become a streamlined Point of Sale entry system? Can you do returns and exchanges at the Counter? Do Counter Personnel struggle with item availability? Does Accounting need a better way to track cash and checks received at the Counter? Maybe you are already using the Counter Sale Module but want to review the process and set up. This online session will answer these questions by reviewing the setup, entry process from OQE to Payment, and Accounts Receivable Posting.	Basic knowledge of sales order entry	https://attendee.gototraining.com/r/7332563195181200641
8/31	Sales Order Processing – Processing Credits	\$299.00	Processing Credits can be as easy as A, B, C, or D with the proper training. Let us help you demystify OICE. Are you finding yourself confused with the new look of the Order Invoice Correction Entry (OICE) program? Are you not quite comfortable with how OICE works to begin with? This On-Line Training Session will include an overview of the program layout, basic options and shortcuts, as well as in-depth information regarding crediting and rebilling your customers. We will answer your questions on how each option affects Accounts Receivable, Sales Analysis and General Ledger. We will help		https://attendee.gototraining.com/r/4895541851704081153

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			determine which options should be used to handle each billing/crediting scenario you might run into.		
9/7	Sales Order Processing – Recovering Freight Expense	\$349.00	Come to this session to learn the multiple ways Tribute Software can help you to recover the cost of freight. As we have learned from multiple customer requests, there are many different ways in which freight affects businesses and there are also unique ways of charging these costs back to the customer or absorbing them into the orders. There are 6 standard ways in which you can recover freight: Using accurate freight codes, charging or absorbing inbound freight, utilizing freight adders and/or multipliers, assessing handling charges and increasing inventory costs through QLAND. Did you know that different rules can apply to different customers? You'll learn all of this and more in this important on-line training session.		https://attendee.gototraining.com/r/4485853923590109697
9/14	Sales Order Processing – Reports & Inquiries for Sales & Upper Management	\$299.00	This class will review the inquiries and reports available to get the information you need, customized to the needs of management and sales.		https://attendee.gototraining.com/r/8776805803125489409

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9/21	Accounts Payable – Daily Processing	\$299.00	<p>What are the processes & procedures for handling Accounts Payable transactions daily? We'll cover trade invoice entry and expense invoice entry in detail. Do you sometimes pay trade invoices with a credit card? If so, what's the most efficient method for handling payment of your credit card statement that includes payment of trade purchase orders? We'll also review the computer check run process from start to finish. And last, we'll cover entry and updating of manual checks. Come to this class if you're new to your position or if you'd like a refresher course on handling the day to day tasks in your Accounts Payable department.</p>		https://attendee.gototraining.com/r/5931338979673774849
9/28	Accounts Payable – Reports, Inquiries & Troubleshooting	\$299.00	<p>What is the quickest and most efficient way to find information when a vendor calls? How can you find out what General Ledger account was used on a specific Accounts Payable transaction? What do you do if you make an error and process the wrong line on a purchase order? This class will focus on how to fix mistakes and reverse entries. We'll also cover specific types of Accounts Payable transactions, such as prepaid invoices and adjusting debits. Come to this class to fine-tune your knowledge of Tribute's Accounts Payable system and become more efficient.</p>	Accounts Payable - Daily Processing	https://attendee.gototraining.com/r/3103995406382687233

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10/5	Accounts Receivable – Daily Processing	\$299.00	If you are new to the Accounts Receivable department or looking to freshen up your skills, this is the class for you. We will cover RMKE Cash Receipts batch posting in detail. This will include discounts and allowances codes, posting cash on account, AUTO postings and depositing checks against sales orders that have not been invoiced yet. We will also cover when to use RAMP to process adjustments and miscellaneous postings. Processing automatic payments through APKE and miscellaneous deposits through CDE will also be addressed.		https://attendee.gototraining.com/r/8465729774371910657
10/12	Accounts Receivable – Reports, Inquiries & Troubleshooting	\$299.00	Do you find that sometimes you aren't positive which inquires or reports could help benefit your Accounts Receivable department? Would you like to minimize your timeline when dealing with collections? This class will go over inquiry and reporting tools that can make your life in Accounts Receivable more enjoyable. Having problems attempting to troubleshoot how an invoice was paid? Need to change the way cash was distributed? These items will be discussed, as well as, ARCM comments and flagging items for dispute.	Accounts Receivable - Daily Processing	https://attendee.gototraining.com/r/2494453647734408193

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10/19	Sales Order Processing – Order Entry	\$299.00	Order Entry is where it all begins. Whether you are a seasoned veteran or a new user, everyone can benefit from a review of the order entry process. Accurate data entry from the start will positively impact your company’s ability to effectively service your customers. Order Entry is the cornerstone of your business process and directly affects the productivity of other departments. This can be accomplished by proper entry of Customer Shipping Requirements, as well as sourcing and bill of material entry (existing templates and structures only). Topics will include the entry of required dates, require date codes, looking up items numbers, and options for inquiry within OQE. We will also address communicating with customers through sending order acknowledgements.		https://attendee.gototraining.com/r/6804559019825648897
10/26	Purchasing Day to Day and Expediting	\$299.00	Let’s review the recommended procedures for managing the purchasing process in Tribute. From reviewing new items to updating vendor discounting, we will discuss various programs, inquiries and reports that are available throughout the purchasing process. We will discuss QMPOM and purchase order maintenance. We will also review effective purchase order expediting. You need effective tools for tracking vendor purchase orders and vendor deliveries. This class is a must for users that are		https://attendee.gototraining.com/r/7795927081940130561

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			either new or experienced in their purchasing positions.		
11/2	Understanding Inventory Management – Setup & Maintenance	\$299.00	<p>Do you know the buy methods available to you? Do you know how buy quantities are calculated? Do you understand Forecasted Monthly Demand and Forecasted Lead Time? Are you using Safety Stock and Review Cycle? How about Ranking? Do you know how to set up the factors involved? In today's changing economic climate, effectively managing your inventory is more important than ever.</p> <p>This Online Training class will have a direct impact on your company's inventory value, inventory turns, and service levels. This is a prerequisite for any subsequent Understanding Inventory Management Classes.</p>		https://attendee.gototraining.com/r/6770009065946082305
11/9	Understanding Inventory Management – Forecasting Customer Demand & Vendor Lead Time	\$299.00	As a follow up to Understanding Inventory Management – Setup and Maintenance, this class focuses on analyzing and auditing Forecasted Monthly Demand and Forecasted Lead Time. FMD and FLT directly affect when you buy, how much you buy and enables you to better take advantage of supplier discounts.	Understanding Inventory Management - Setup & Maintenance	https://attendee.gototraining.com/r/3505715173730301697

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11/16	Understanding Inventory Management – Buying & Replenishment	\$299.00	Have you ever questioned why the system recommended buying an item? Or why it didn't recommend buying an item? Where do zero buy quantities come from? Understanding the buying and replenishment process in the system minimizes the time your purchasing group spends on buying and maximizes their time available for truly managing your inventory, which will result in better customer service. This class assumes knowledge gained in the prior two classes, so they are recommended as a series.	Understanding Inventory Management - Setup & Maintenance: Understanding Inventory Management - Forecasting Customer Demand & Vendor Lead Time	https://attendee.gototraining.com/r/4192652655369416705
11/23	Physical Inventory Process	\$349.00	Whether you process a Physical Inventory Count daily, monthly or yearly, this class will go over your options for your physical inventory process. Never done a real physical inventory? Only spot checking things, as needed? This class will debunk your fears for setting up a regular physical inventory process that meets your company's needs. It will include information on cycle counting as well as utilizing bin locations for ease of process.		https://attendee.gototraining.com/r/6606916307174863361
11/30	Bank Reconciliation	\$349.00	Has balancing your bank statement become a pain? Or is some cases, have you EVER balanced your bank statement? With the growing necessity of processing credit card receipts, and cutting ACH, and wire transfer payments... has the process hit some hiccup points? This class will dive into the bank		https://attendee.gototraining.com/r/7675419508024340993

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			reconciliation process. It will establish key components of reconciling the bank statement with ease... it will include the use of the CRCE/CRCM/CRCR programs, as well as, GLBIQ for daily reconciliation. We will also make available a standard spreadsheet we like to use when processing bank reconciliations that can be tailored to meet each company's individual needs.		
12/7	NEW! Maximizing Tribute Inquiries	\$349.00	Whether you are new to Tribute or have been using the system for years... this class reviews Tribute's inquiry and search capabilities including by not limited to utilizing the main menu functions, setting up quick navigation and optional hot keys. We'll discuss access to overall business activity inquiries and breakdown inquiries and searches for by the following sections of Tribute: Customer & A/R, Sales Orders, Quotes, Inventory , Vendor & A/P, Purchase Orders and Invoices. You'll discover information you never knew existed when taking this class!		https://attendee.gototraining.com/r/657768951557997569
12/14	NEW! Consignment – Customer & Vendor Programs	\$349.00	Are you looking to store inventory at your customer's location and sell to them as they use the product? Do you want to store vendor inventory onsite and pay your vendor as you use the inventory to supply your customers? This class has a 30 minutes of review of Customer Consignments options and processes and a 30 minutes of		https://attendee.gototraining.com/r/4467987959150646273

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			review on the Vendor Consignment options and processes.		