2022 Tribute Training Class Schedule

January - December

For additional information contact:
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2022 Tribute Online Training Schedule

Date	Title	Price	Description	Pre-Requisite	Registration URL
11-Jan	Sales Analysis Reports & Reconciliation	$367.00	This class reviews the structure of TSF (Temporary Sales File), SASF (System Activity & Summary File), SAF (Sales Analysis File), TSFH (Temporary Sales File History), MSA (Monthly Sales Analysis File), PSFM (Product Sales File), IVHFSAV/IVDFSAV (Invoice Files) and COMF (Commission File). How do these files get updated? What gets updated to these files? What does not get updated to these files? What Sales/Costs figures should be used for reconciliation and why? What if SCQ doesn't match SARH? What if SMCR doesn't match my sales reports? This class gives a detailed review of sales analysis and reconciliation options.		https://attendee.gototraining.com/r/8767132304315768321
18-Jan	Work Order Management - Processing Internal Fabrications	$314.00	Are you getting more involved in value-added services which involve modifying your existing inventory? In a changing industry, many of you are getting more involved in custom modifications and need to better track the inventory and the costs involved. Some of the work is done in your warehouse or in another profit center. Fabrication Orders are needed when a standard direct bill of material process doesn't offer enough flexibility for tracking the movement of inventory and accumulating the additional costs. This class will review the Internal Fabrication Process.	Knowledge of basic Tribute bill of material entry and processing	https://attendee.gototraining.com/r/455323576608263681
25-Jan	Work Order Management - Processing External Fabrications	$314.00	As we continue our online training series covering Work Order Management, we need to focus on processing external fabrications. When offering value-added services, some of the work is done at an outside vendor, which is your fabricating vendor. When requesting this outside vendor to do our fabricating work, this is an external fabrication. No matter how small or large the assembly or the amount of fabrication needed, external fabrication orders allow us to accurately track the movement of inventory and accumulate the additional costs related to the cost of the fabricating vendor's services.		https://attendee.gototraining.com/r/2001539290958987009
FEBRUARY 2022					
1-Feb	Monthend & Yearend Processing	$367.00	We'll review tips to help your month end run smoothly. We'll also cover what to do with all of those reports. Which ones should be archived? Which ones are optional? Which ones can be rerun at a later date? If you're audited, what reports do you want to make sure you have? We'll also discuss what to do if your month end Jobpro stops – covering some basic trouble-shooting tips. This session will take the mystery out of month end!		https://attendee.gototraining.com/r/2045480640567 93857
8-Feb	Accounting Management	$314.00	Let's take an upper-level view of the Accounting Process. What key reports should be reviewed to manage your accounting group's activities? What are the tools Tribute has to offer to effectively manage Credit Holds and Collections? There are a number of selectable features available for managing Credit Hold Orders. How do they all work together? How can GLBIQ help us manage cash in Tribute? We will also review the month end reports used to audit and reconcile specific general ledger accounts. This review allows us to confirm that the system setup is accurate and proper procedures are being followed.		https://attendee.gototraining.com/r/9500136491544 72193

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15-Feb	General Ledger Processing	$314.00	Once Tribute processing has completed, we need to make sure that automatic postings generated from Tribute transactions are posting to the correct General Ledger accounts by reviewing GTL and GYL. This class will review General Ledger postings, both Automatic and Manual. What are the standard source codes in Tribute? From what registers did they originate? In additional to regular manual journal entries, we will review recurring and allocation entries. Period closing recommendations and preparation of financial reports will also be reviewed.		https://attendee.gototraining.com/r/2230061787676427265
22-Feb	Expense Purchase Order Processing	$314.00	Are you looking for a better way to manage expense item purchasing? Tribute Expense Purchase Order Processing can assist with that task. Whether you are currently using Expense Purchase Orders on Tribute or just wanted to get started, this On-Line Training Class is for you. We will address set-up options, entry, and inquiries. Our Programming Group introduced new functionality based on customer requests to the Expense Purchase Order Process in Tribute Release 10.2. We will review the new 'Receiving' and 'Item Return' options.		https://attendee.gototraining.com/r/8599077449568923649
			MARCH 2022		
1-Mar	Return & Repair - Customers & Vendors	$314.00	Some days we wish we could say, "No Returns". But in order to service our customers, we need to allow them to send materials back to us. Sometimes customer returns are due to an internal error. Or maybe customers are sending material to us for repair. No matter the reason, we need to track material coming into our warehouse from customers. We may need to send the material back to the vendor for inspection or credit before we can determine how to complete the customer's request for a replacement or a credit. We will continue with the vendor portion of the Return and Repair module as well as discuss warehouse materials returns. In this online training class, we will review the Return and Repair module. The content will be for those customers that would like to start using the module and for those who are currently using it but want to learn more about it's functionality. We will walk through several specific scenarios including a customer return, replacement order, and repair.		https://attendee.gototraining.com/r/2679863198506607617
8-Mar	Importing Inventory Data	$314.00	Do you need to make extensive Product Code or Part Number changes, update fields in IMM and IDM, or create new IMM and IDM records? In this session we will review how to set up your Excel document to use with various inventory importing programs, as well as the FTP process to move the file to your Tribute server. We will then review the Tribute programs available for importing inventory data. We will review importing data for INCBLD, IMFSET, IDFSET, IMCNV, and IDCNV.		https://attendee.gototraining.com/r/7270830019820205057
15-Mar	Importing Transaction Data	$314.00	Did you know that you can import transaction data into Tribute instead of all that tedious manual entry? In this class, we will review importing transactional data, such as posting cash receipts that you may be able to receive from your bank. Information in a space-delimited file can be imported into Tribute via RMKIN. We will also review importing items and quantities into OQE for quoting or order entry and QMPOM for purchase order entry. Finally, we will review options for importing manual General Ledger Journal entries for Payroll or other journal entries created by another system.		https://attendee.gototraining.com/r/7270830019820205057

2022 Tribute Online Training Schedule

Date	Title	Price	Description	Pre-Requisite	Registration URL
22-Mar	Accounts Payable - Daily Processing	$314.00	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.		https://attendee.gototraining.com/r/222138051078531073
29-Mar	Accounts Payable - Inquiries, Reports & Troubleshooting	$314.00	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.	Accounts Payable - Daily Processing	https://attendee.gototraining.com/r/2061419793806390017
			APRIL 2022		
5-Apr	Accounts Receivable - Daily Processing	$314.00	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/4236770564012470273
12-Apr	Accounts Receivable - Inquiries, Reports & Troubleshooting	$314.00	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/2061419793806390017
19-Apr	Sales Order Processing - Order Entry	$314.00	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/4246982828011273217

2022 Tribute Online Training Schedule

Date	Title	Price	Description	Pre-Requisite	Registration URL
26-Apr	Purchasing Day to Day and Expediting	$314.00	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 either new or experienced in their purchasing positions.		https://attendee.gototraining.com/r/2342958542191610113
			MAY 2022		
3-May	Understanding Inventory Management - Setup & Maintenance	$314.00	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. 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.		https://attendee.gototraining.com/r/8919538909664024321
10-May	Understanding Inventory Management - Forecasting Customer Demand & Vendor Lead Time	$314.00	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/3260424029756781057
17-May	Understanding Inventory Management - Buying & Replenishment	$314.00	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/8717453070525363201
			JULY 2022		
5-Jul	Price Updates - Format, Import & Update	$314.00	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/7579755403916726785
12-Jul	New User Intro to Tribute	$314.00	This class will give your new employee an introduction and orientation to the Tribute product.		https://attendee.gototraining.com/r/2349826091818822145

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19-Jul	Comments - Maintenance & Print Options	$367.00	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/4918052157838491905
26-Jul	Sales Tax Setup & Maintenance	$367.00	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/924420317081720833
			AUGUST 2022		
2-Aug	Sales Order Processing - Commitment, Allocation & Releasing	$367.00	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 open sales order and audit those changes if needed.	*Sales Order Processing - Order Entry*	https://attendee.gototraining.com/r/603085844840904705
9-Aug	Sales Order Processing - Reports & Inquiries	$314.00	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/3060348097873814529
16-Aug	Sales Order Processing - Bill of Material Entry	$314.00	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/5051049084334401537

Date	Title	Price	Description	Pre-Requisite	Registration URL
23-Aug	Sales Order Processing - Managing Counter Sales	$314.00	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/4899342867980357121
30-Aug	Sales Order Processing - Processing Credits	$314.00	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 determine which options should be used to handle each billing/crediting scenario you might run into.		https://attendee.gototraining.com/r/1313832151267985153
			SEPTEMBER 2022		
6-Sep	Sales Order Processing - Recovering Freight Expense	$367.00	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/7732957423789 12513
13-Sep	Sales Order Processing - Reports & Inquiries for Sales & Upper Management	$314.00	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/4288031995570150658
20-Sep	Accounts Payable - Daily Processing	$314.00	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.		https://attendee.gototraining.com/r/5604672980128986881

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27-Sep	Accounts Payable – Reports, Inquiries & Troubleshooting	$314.00	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.	*Accounts Payable - Daily Processing*	https://attendee.gototraining.com/r/6516602426648279809
OCTOBER 2022					
4-Oct	Accounts Receivable – Daily Processing	$314.00	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/3216169786297807106
11-Oct	Accounts Receivable – Reports, Inquiries & Troubleshooting	$314.00	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/1822666341440567810
18-Oct	Sales Order Processing – Order Entry	$314.00	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/1297727604503127042

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25-Oct	Purchasing Day to Day and Expediting	$314.00	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 either new or experienced in their purchasing positions.		https://attendee.gototraining.com/r/6838655980401347585
			NOVEMBER 2022		
1-Nov	Understanding Inventory Management - Setup & Maintenance	$314.00	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. 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.		https://attendee.gototraining.com/r/1866200405691378689
8-Nov	Understanding Inventory Management - Forecasting Customer Demand & Vendor Lead Time	$314.00	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/1385280616771942145
15-Nov	Understanding Inventory Management - Buying & Replenishment	$314.00	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/1210594607397423873
22-Nov	Physical Inventory Process	$367.00	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/6355791155412439041

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Date	Title	Price	Description	Pre-Requisite	Registration URL
29-Nov	Bank Reconciliation	$367.00	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 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.		https://attendee.gototraining.com/r/4052088895669199618
			DECEMBER 2022		
6-Dec	Maximizing Tribute Inquiries	$367.00	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/8910857167090430978
13-Dec	Consignment – Customer & Vendor Programs	$367.00	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 review on the Vendor Consignment options and processes.		https://attendee.gototraining.com/r/3064990237205427970