

**CMS**  
***“The Builders Back Office”***

**2007 Seminar Schedule**



**Basic Gemini Fundamentals / Gemini Overview**

**Who should attend?** Anyone using Gemini less than 2 years, or as a refresher course

**Why?** To become more proficient & efficient

**When:** May 15<sup>th</sup> **Time:** 8:30 to 11:30 **Cost** \$ 95.00

**Register by** May 1<sup>st</sup>

**Understanding Financial Reports & Job Reports**

***Comprehensive Review of Job reports, Income Statements, & Balance Sheets***

**Who should attend?** All Builders

**Why?** To better understand your profitability

**When:** May 22<sup>nd</sup> **Time:** 8:30 to 11:30 **Cost** \$ 95.00

**June 18<sup>th</sup> Time:** 8:30 to 11:30

**Register by** May 9<sup>th</sup>

**Gemini Reports/Troubleshooting/Correcting mistakes**

*Understanding where to look, how to look, & what to look for*

**Who should attend?** Gemini input personnel

**Why?** To be efficient at finding & correcting mistakes; answering to Builder & CPA, & for improved job self confidence

**When:** June 12th **Time:** 8:30 to 11:30 **Cost** \$ 95.00

**Register by** May 22<sup>nd</sup>

**Purchase Orders/Budgets**

*Understanding Purchase Orders & Budget Generation, etc.*

**Who should attend?** Anyone currently using, or considering using PO's

**Why?** To better understand the processes; the legality of PO's; how Gemini generates the budget, etc.

**When:** Sept. 18th **Time:** 8:30 to 11:30 **Cost** \$ 95.00

**Register by** August 21<sup>st</sup>

**Gemini Upgrades, Versions 17 & 18**

*Learn the many enhancements in version 17 & 18 & how your company can benefit from them*

**Who should attend?** Gemini input personnel

**Why?** In order to best utilize your software and become more proficient

**When:** Oct. 23<sup>rd</sup> **Time:** 8:30 to 3:00 **Cost** \$ 249.00 **Lunch** included

**Register by** October 2<sup>nd</sup>

**Year End Review & Close Out**

*Learn how to easily prepare for your company's year end!*

**Who should attend?** Gemini users responsible for providing CPA with year end reports






**Why?** To simplify the time consuming year end processes

**When:** Nov. 13<sup>th</sup> **Time:** 8:30 to 11:30 **Cost** \$ 95.00

**Register by** October 23<sup>rd</sup>

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**Seminars will also include highlights and quick tips for:**

-  **Excel interface w/Gemini**
-  **F1 key**
-  **Flash Drive backup/restore functions**
-  **Outlook programs**
-  **PDF Capabilities**

**We are happy to address your individual challenges/problems! Please fax or e-mail requests 2 weeks prior to seminar.**

**Fax: 804-275-5338    e-mail: [bbr@cmsbuildersolutions.com](mailto:bbr@cmsbuildersolutions.com)**

***Classes will be held at our office in the Chesterfield Airport Business Park, conveniently located off 288 at Ironbridge Road [East].***

***Classes will be limited in size.            Please register early.  
When needed, additional sessions will be scheduled. If our schedule does not fit your needs, please contact us for additional consideration.***