

CASTLE HILL TRAINING WORKSHOPS

Learn the latest version MYOB in a single day

INNOVATIVE - INFORMATIVE - PRACTICAL

WHAT ARE TRAINING WORKSHOPS?

Time is precious in small business which is why CATS set out to provide you with a sound working knowledge of MYOB accounting software in just one day. CATS' innovative workshops have been specially developed to offer all the benefits of normal hands-on classroom training, but... without the computer... and without any of the panic and confusion often associated with hands-on tuition. These are big-screen presentations that are guaranteed to allow you to learn more in less time. Entertaining, informative and they really work!



Doug Mawson is the author of several MYOB training guides and widely recognised as one of the most experienced MYOB trainers in Australia. Doug is also a long-established MYOB Certified Consultant who has conducted business education seminars and MYOB

training workshops throughout Australia for over 15 years.. Doug will demonstrate the optimum use of the latest MYOB software and provide valuable advice and lots of helpful hints.

Everyone receives an easy-to-follow 275 page reference manual that covers everything contained in the workshop and is also packed with time-saving tips and practical advice. Also included is a disk-based tutorial exercise to take away with you plus, of course, a Certificate of Completion.

WHAT OTHERS SAY OF THE WORKSHOPS

"Learnt things I didn't know and I'd been using MYOB for years." - *Bluewater Electronics – Port Douglas, QLD*

"Perfect training day, I found it a truly great course." - *Donna Stewart – Central Coast, NSW*

WHAT DOES THE WORKSHOP COVER?

As the title of our workshop suggests, and thousands have discovered, we believe you can successfully learn MYOB in a single day.

This comprehensive one-day workshop covers all of the important MYOB concepts. It is equally suitable for beginners needing to learn the basics as well as existing users who want to improve their skills and unlock the full power of MYOB.

Our workshops are always based on the very latest versions of MYOB Accounting & Accounting Plus and MYOB Premier and cover many of the latest features.

Some of the topics covered include:

- The basics of accrual accounting and computerised bookkeeping
- **Setup** - Learn correct setup from scratch with accounts lists, tax codes, opening balances
- **Sales** – How to efficiently manage your customers' quotes, orders, invoices, statements plus sales analysis and debtor control
- **Purchases** – See how to correctly handle your suppliers' bills, manage your creditors and pay your bills systematically
- **Money Matters** – Manage bank accounts, credit cards, petty cash, recurring transactions, bank reconciliations, internet banking, merchant fees etc.
- **GST** – Learn how to use tax codes to simplify GST plus setup and use of BASlink to turn completion of the BAS into a 3 minute task
- **Payroll** – Complete setup and operation of MYOB's very latest payroll system with fully automated processing

And remember, everything covered in the workshop is explained in detail in our 275 pages, fully illustrated, easy-to-read, reference manual that is provided to you.

OTHER IMPORTANT DETAILS

Workshop Fees: (all prices include GST):

- 1 person: \$325.00 p/person
- 2 persons: \$295.00 p/person*
- 3 or more persons: \$265.00 p/person*

** If registered and paid for by the same organisation*

Morning & afternoon tea is also included. Numbers are always limited so it wise to book early to ensure your position.

WHEN & WHERE

Workshops are conducted on a regular basis at:

CASTLE HILL RSL CLUB
Castle Street, Castle Hill
(Free all day parking available)

WORKSHOP TIMES: 9.00am to 5.00pm

Check our schedule of dates for the workshop that suits you. Workshops may sometimes be re-scheduled at short notice so it is wise to check with us when

MYOB WORKSHOP REGISTRATION

To confirm your place, please fill out the registration form below and return by fax or mail. Please photocopy this form if additional persons would like to attend. Upon registration and payment, you will receive a fax message confirming your registration. To lodge your registration, either:

PHONE details to: **1300 657 145**

MAIL completed form to:

Computer Accounting & Training Services
PO Box 6427, Baulkham Hills BC, NSW 2153

FAX completed form to: **(02) 9899 5422**

E-MAIL: **training@caats.com.au**

WEB: **www.caats.com.au**

All fees are payable in advance. We regret no refunds will be given for cancellations within 7 days of the scheduled date. If you are unable to attend the workshop you have paid for, you may send a substitute delegate.

I wish to register for the following MYOB Training Workshop:

Location: CASTLE HILL

Course Date:

Business Name:

Address:

..... **Post Code:**

Phone: **Fax:**





Email:

Names: (1)

(2)

I wish to pay by:-

Cheque enclosed/sent for \$..... (Cheques can be made payable to 'CATS')

 MasterCard  Visa  Amex  Diners

(An additional fee of 3% applies for Amex and Diners payments)

Card No.

Cardholder's Name:

Signature: **Expiry Date:** /