



# MYOB TRAINING WORKSHOPS

A special MYOB workshop designed for the job seeker

## MYOB in the Workplace

Learn essential MYOB workplace skills in 1 day – Includes FREE software

### IS THIS TRAINING WORKSHOP FOR ME?

MYOB is Australia's most widely used accounting software package and anyone seeking an administrative or bookkeeping role in a small/medium size business almost certainly needs a sound working knowledge of MYOB. That's where we can help. If you want to acquire the necessary skills needed to be a competent MYOB practitioner - **in the shortest possible time** - then *MYOB in the Workplace* is an ideal workshop for you.

CATS innovative training workshops are designed to provide you with a sound working knowledge of the very latest MYOB accounting software... **in a single day**. These workshops have been specially developed to offer all the benefits of conventional hands-on classroom training, but without an intimidating struggle with a PC. Instead we provide an entertaining, informative, big-screen presentation that is guaranteed to ensure you'll learn more... in less time. And it really works!

### WHO ARE CATS? WHO WILL PRESENT THESE WORKSHOPS?

Computer Accounting & Training Services (CATS) are MYOB accounting software specialists who have been providing consulting, training and support services to Australian businesses for more than 15 years.

The workshops will be presented by Doug Mawson, one of Australia's most experienced MYOB Certified Consultants. Doug has been successfully conducting MYOB workshops and seminars for small business people throughout Australia for many years and is perhaps the most experienced MYOB trainer in the country. He will not only explain all the essential MYOB concepts in plain, simple language, but also demonstrate the optimum use of this powerful package, providing valuable advice and lots of helpful, practical hints for the workplace. And its all conducted in a relaxed and friendly atmosphere

### WHAT IS COVERED IN THE WORKSHOP

Some of many the topics covered in this workshop include:

- Setting up MYOB
- Basic accounting & bookkeeping principles
- Important MYOB setup guidelines
- Handling sales orders, quotes & invoices
- Managing receivables & customer payments
- Purchases, bills and payables
- Banking, petty cash & credit cards
- Managing GST & BAS
- Payroll setup & operation

and lots, lots more.

### ANYTHING ELSE INCLUDED?

Everyone receives a CD containing a comprehensive, easy-to-follow reference manual (in PDF format) that not only covers everything contained in the workshop, but is also packed with lots of time-saving tips and practical workplace advice. The normal price of this manual would be \$66.

**Also included FREE is a full-working version of the very latest MYOB Accounting Plus.** MYOB Test Drive is absolutely identical to the full program - you can set up a new business, enter data, print reports and it can also be used to carry out the disk-based tutorial exercise we will give you to take away. And, of course, you'll receive a Certificate of Completion.

### OUTSTANDING VALUE - JUST \$195 ea

Normal workshop fee for our business clients is \$325 per person, but our special job-seeker workshop is only \$195 p/p (incl.GST) – **that's a saving of \$130.**

This really is exceptional value... considering you not only receive a comprehensive training manual, but also free software and tutorial. Morning & afternoon tea is also included. But, most importantly, you will acquire genuine, practical skills you can use in the workplace.

MYOB®

Certified Consultant

## Special MYOB workshop for the job seeker

### WHEN & WHERE

Our MYOB workshops are conducted on a regular basis at

**CASTLE HILL RSL CLUB**, Castle Street, Castle Hill.

Workshop times are 9.00am to 5.00pm. Morning & afternoon tea is included. Lunch is not provided but is available in the club cafeteria. Free all day parking is available.

The workshops are conducted on a regular basis. Check our schedule of dates for the workshop that suits you best. Workshops may sometimes be re-scheduled at short notice so it is wise to check with us when registering.

### MYOB WORKSHOP REGISTRATION

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

- PHONE** details to: **(02) 9899 5400**
- MAIL** completed form to: **Computer Accounting & Training Services**  
PO Box 6427, Baulkham Hills BC, NSW 2153
- FAX** completed form to: **(02) 9899 5422**
- ONLINE:** **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 in the Workplace Training Workshop:**

Scheduled Course Date:.....

Name: .....

Address: .....

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

Phone: ..... Fax: .....

Email: .....

I wish to pay by:-

Cheque enclosed/sent for \$195.00 incl. GST (Cheques may be made payable to 'CATS')  Direct Bank Transfer to BSB: 062-098 A/C No:1000 7869

 MasterCard   Visa   American Express   Diners Club  
(An additional fee of \$3.50 p/p applies for Amex and Diners payments)

Card No.

Cardholder's Name: .....

Signature: ..... Expiry Date: ..... / .....