



## TRAINING SCHEDULE

The following is a list of training courses currently scheduled for  
**APRIL, MAY AND JUNE 2012**

Course Title	Date	Duration	Registration	Cost
<b>7906: Excel Integration – Essentials</b> Learn the essential functions of the Excel Integration financial reporting and budgeting tool	Tuesday 3 <sup>rd</sup> April 2012 9:00 am to 12:30 am	0.50 day	Registration <a href="#">Link</a>	\$310.00 + GST for 1 <sup>st</sup> attendee \$200.00 + GST per additional attendee
<b>7907: Excel Integration – Advanced</b> This course is intended for experienced Excel Integration users who wish to learn more advanced techniques	Tuesday 3 <sup>rd</sup> April 2012 1:30 pm to 4:30 pm	0.50 day	Registration <a href="#">Link</a>	\$310.00 + GST for 1 <sup>st</sup> attendee \$200.00 + GST per additional attendee
<b>7908: Budgets</b> This course covers preparing, entering and reporting on budgets using Excel Integration and the draft budget form.	Wednesday 4 <sup>th</sup> April 2012 9:00 am to 12:30 am	0.5 day	Registration <a href="#">Link</a>	\$310.00 + GST for 1 <sup>st</sup> attendee \$200.00 + GST per additional attendee
<b>7909: Managing Financials in SynergySoft.</b> This course is designed for people responsible for managing finances, the G/L, fixed Assets and preparing financial reports	<b>CANCELLED</b>	2.0 day	Registration <a href="#">Link</a>	\$920.00 + GST for 1 <sup>st</sup> attendee \$630.00 + GST per additional attendee
<b>7910: Rates Modelling and Billing</b> This workshop will cover applying a Rates Model and the Billing processes including the printing of Rate Notices and receipting options	Tuesday 8 <sup>th</sup> May 2012 9:00 am to 4:30 pm	1 day	Registration <a href="#">Link</a>	\$460.00 + GST for 1 <sup>st</sup> attendee \$315.00 + GST per additional attendee



Course Title	Date	Duration	Registration	Cost
<b>7911: End of Year Rates – Seminar</b> This session covers: Closing Rates Ledger. Final Balancing and Reports in Rates. Checks after End of Year Process.	Wednesday 9 <sup>th</sup> May 2012  10:00 am to 12:00pm  Lunch 12:00 to 1:00 pm	2.0 hours	Registration <a href="#">Link</a>  <b>Seminar Style (not hands on)</b>	\$250.00 + GST for each session  OR
<b>7912: End of Year Finance\Payroll - Seminar</b> Review of procedures and processes required at end of year	Wednesday 9 <sup>th</sup> May 2012  1:00 pm to 3:25 pm	2.25 hours	Registration <a href="#">Link</a>  <b>Seminar Style (not hands on)</b>	\$450.00 + GST for both sessions
<b>7913: Payroll - Essentials</b> This course provides the essentials of the SynergySoft payroll module.	Tuesday 29 <sup>th</sup> and Wednesday 30 <sup>th</sup> May 2012  9:00 am to 4:30 pm	2.0 days	Registration <a href="#">Link</a>	\$920.00 + GST for 1 <sup>st</sup> attendee  \$630.00 + GST per additional attendee
<b>7914: Payroll – Leave Setup\Leave Essentials</b> This course provides extensive training in all aspects of SynergySoft Payroll Leave Setup and Leave Essentials.	Thursday 31 <sup>st</sup> May 2012  9:00 am to 4:30 pm	1.0 day	Registration <a href="#">Link</a>	\$460.00 + GST for 1 <sup>st</sup> attendee  \$315.00 + GST per additional attendee
<b>7915: Rates &amp; Property - Essentials</b> This course provides the essentials of the SynergySoft Rates and Property System, including Property Creation, Change of Ownerships, Financial Adjustments, Reconciliations and many other topics. Separate courses are available for Rates Modelling, Billing and End of Year.	Monday 11 <sup>th</sup> and Tuesday 12 June 2012  9:00 am to 4:30 pm	2.0 days	Registration <a href="#">Link</a>	\$920.00 + GST for 1 <sup>st</sup> attendee  \$630.00 + GST per additional attendee



Course Title	Date	Duration	Registration	Cost
<b>7916: Rates &amp; Property Interim Rating, Subdivision and Amalgamations</b> This course provides extensive training in all aspects of Interim Rating, including Subdivisions and Amalgamations	Wednesday 13 <sup>th</sup> June 2012 9:00 am to 4:30 pm	1.0 day	Registration <a href="#">Link</a>	\$460.00 + GST for 1 <sup>st</sup> attendee  \$315.00 + GST per additional attendee
<b>7917: Rates &amp; Property Pensioners &amp; Seniors</b> This course provides everything you need to know to process details for Pensioners and Seniors on the SynergySoft Rating and Property System	Thursday 14 <sup>th</sup> June 2012 9:00 am to 4:30 pm	1.0 day	Registration <a href="#">Link</a>	\$460.00 + GST for 1 <sup>st</sup> attendee  \$315.00 + GST per additional attendee
<b>7918: Rates Modelling and Billing</b> This workshop will cover applying a Rates Model and the Billing processes including the printing of Rate Notices and receipting options	Friday 15 <sup>th</sup> June 2012 9:00 am to 4:30 pm	1.0 day	Registration <a href="#">Link</a>	\$460.00 + GST for 1 <sup>st</sup> attendee  \$315.00 + GST per additional attendee
<b>7919: Central Records - Administration</b> This course is designed specifically for records staff and their managers. Attendees will receive extensive training in all aspects of SynergySoft Central Records	Tuesday 19 <sup>th</sup> and Wednesday 20 <sup>th</sup> June 2012 9:00 am to 4:30 pm	2.0 day	Registration <a href="#">Link</a>	\$920.00 + GST for 1 <sup>st</sup> attendee  \$630.00 + GST per additional attendee

To register for any of the above Workshops please click on the appropriate course Registration **Link** .

For Course Outlines and information on our Training Room venue and location visit the IT Vision website [www.itvision.com.au](http://www.itvision.com.au)

For further information on our courses or to discuss your onsite and online training requirements please contact:

**Ann Bull** on **9315 7009** or email [Training@itvision.com.au](mailto:Training@itvision.com.au)