

TRAINING SCHEDULE

The following is a list of training courses currently scheduled for June 2008 to October 2008

Course Title	Date	Duration	Venue	Cost
2345 Financial Refresher This course covers G/L, Works Costing, Creditors, Debtors, Plant and Excel Integration. Ideal for new accountants, finance managers and clerks	Thursday 5 th June 2008 and Friday 6 th June 2008 9:00 am to 4:30 pm	2 days	IT Vision Training Room	\$800.00 + GST for 1 st attendee \$550.00 + GST per additional attendee
2346 Rates Modelling This is a comprehensive session on the rate modelling process utilising different models. It looks at the various reports that can be produced as part of the modelling processes	Monday 16 th June 2008 1:00 pm to 4:00 pm	½ day	IT Vision Training Room	\$270.00 + GST for 1 st attendee \$160.00 + GST per additional attendee
2348 End of Year Rates Seminar Closing rates ledger	Tuesday 17 th June 2008 Morning tea 9:30 am to 10:00 am 10:00 am to 12:15 pm – Rates Seminar Lunch 12:15 pm to 1:00 pm	2 ¼ hours	Eastern Metropolitan Regional Council Seminar Style (not hands on)	\$300.00 + GST per attendee if attending both seminars \$175.00 + GST per attendee if attending one seminar *
2347 End of Year – Finance Seminar Review of procedures and processes required at end of year	Tuesday 17 th June 2008 1:00 pm to 3:00 pm – Finance Seminar User Group Meeting 3:00 pm to 3:45 pm	2 hours	Eastern Metropolitan Regional Council Seminar Style (not hands on)	See above costs * If attending the User Group Meeting. User Group members receive \$100 discount for first attendee

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2349 Budgeting Entering and reporting on budgets using Excel Integration and the draft budget form. Entering budgets direct to the next years Original/Current Budget	Wednesday 18 th June 2008 9:00 am to 12:30 pm	½ day	IT Vision Training Room	\$270.00 + GST for 1 st attendee \$160.00 + GST per additional attendee
2503 Payroll This course provides extensive training in all aspects of SynergySoft Payroll	Thursday 21 st and Friday 22 nd August 2008 9:00 am to 4:30 pm	2 days	IT Vision Training Room	\$800.00 + GST for 1 st attendee \$550.00 + GST per additional attendee
2504 Rates & Property This course provides extensive training in all aspects of the SynergySoft Rates & Property modules	Tuesday 26 th August and Wednesday 27 th August 2008 9:00 am to 4:30 pm	2 days	IT Vision Training Room	800.00 + GST for 1 st attendee \$550.00 + GST per additional attendee
2505 Customer Service This course covers searching, adding and maintaining customer requests and includes codes maintenance	Thursday 28 th August 2008 9:00 am to 4:30 pm	1 day	IT Vision Training Room	\$400.00 + GST per attendee \$275.00 + GST per additional attendee
2506 Financials - Essentials This course covers G/L, Works Costing, Creditors, Debtors, Plant and Excel Integration. Ideal for new accountants, finance managers and clerks	Tuesday 2 nd and Wednesday 3 rd September 2008 9:00 am to 4:30 pm	2 days	IT Vision Training Room	\$800.00 + GST for 1 st attendee \$550.00 + GST per additional attendee

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2507 USER GROUP CONFERENCE <ul style="list-style-type: none"> SynergySoft Shortcuts Report Manager for finance staff Managing Security within SynergySoft Names and Addresses 	Thursday 4 th September 2008 4 x half day sessions	Contact: Bruce Wittber or Helen Westcott on: (08) 9328 1204	Ascot Quays 150 Gt Eastern Hwy Ascot	Contact: Bruce Wittber or Helen Westcott on: (08) 9328 1204
2507 USER GROUP CONFERENCE A program will be circulated by the User Group Executive Officer	Friday 5 th September 2008	Contact: Bruce Wittber or Helen Westcott on: (08) 9328 1204	Ascot Quays 150 Gt Eastern Hwy Ascot	Contact: Bruce Wittber or Helen Westcott on: (08) 9328 1204
2508 Building Attendees will learn how to create, monitor and manage building applications	Monday 8 th September 2008 9:00 am to 4:30 pm and Tuesday 9 th September 2008 9:00 am to 12:00 pm	1 ½ days	IT Vision Training Room	\$600:00 + GST per attendee \$400:00 + GST per additional attendee
2509 Town Planning Covers all aspects of Planning and applications, reports and templates	Tuesday 9 th September 2008 1:00 pm to 4:30 pm Wednesday 10 th September 2008 9:00 am to 4:30 pm	1 ½ days	IT Vision Training Room	\$600:00 + GST per attendee \$400:00 + GST per additional attendee
2510 Excel Integration Essentials Learn the essential functions of the Excel Integration financial reporting and budgeting tool	Tuesday 16 th September 2008 9:00 am 12:30 pm	½ day	IT Vision Training Room	\$270.00 + GST for 1 st attendee \$160.00 + GST per additional attendee
2511 Excel Integration - Advanced This course is intended for experienced Excel Integration users who wish to learn more advanced techniques	Tuesday 16 th September 2008 1:30 pm to 4:30 pm	½ day	IT Vision Training Room	\$270.00 + GST for 1 st attendee \$160.00 + GST per additional attendee

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2512 Report Manager Essentials Attendees will learn how to extract Data from SynergySoft and produce spreadsheets, CSV files and mail merges	Wednesday 1 st October 2008 9:00 am to 12:30 pm	½ day	IT Vision Training Room	\$270.00 + GST for 1 st attendee \$160.00 + GST per additional attendee
2513 Report Manager - Advanced This course is intended for experienced Report Manager users who wish to learn more advanced reporting techniques	Wednesday 1 st October 2008 1:30 pm to 4:30 pm	½ day	IT Vision Training Room	\$270.00 + GST for 1 st attendee \$160.00 + GST per additional attendee
2514 Records - Administration The course is designed specifically for records staff and their managers. Attendees will receive extensive training in all aspects of SynergySoft Central Records.	Tuesday 7 th October 2008 and Wed 8 th October 2008 9:00 am to 4:30 pm	2 days	IT Vision Training Room	\$800.00 + GST for 1 st attendee \$550.00 + GST per additional attendee
2515 Health This course is designed to provide attendees with a comprehensive understanding of the features and functionality of the Health module	Thursday 9 th October 2008 9:00 am to 4:30 pm Friday 10 th October 2008 9:00 am to 12:00 pm	1 ½ days	IT Vision Training Room	\$600.00 + GST per attendee \$400.00 + GST per additional attendee
2519 Payroll This course provides extensive training in all aspects of SynergySoft Payroll	Thurs 16 th October 2008 and Friday 17 th October 2008 9:00 am to 4:30 pm	2 days	IT Vision Training Room	\$800.00 + GST for 1 st attendee \$550.00 + GST per additional attendee
2521 Cash Receipting and Dogs Covers all functions associated with the SynergySoft Receipting module. Dog Registrations, Dog Reports and Dog Renewals	Tuesday 21 st October 2008 9:00 am to 4:30 pm	1 day	IT Vision Training Room	\$400.00 + GST per attendee \$275.00 + GST per additional attendee



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2520 Rates & Property This course provides extensive training in all aspects of the SynergySoft Rates & Property modules	Tuesday 28 th October 2008 and Wednesday 29 th October 2008 9:00 am to 4:30 pm	2 days	IT Vision Training Room	800.00 + GST for 1 st attendee \$550.00 + GST per additional attendee

We are able to provide additional or customised courses on request at IT Vision or remote locations.

IT Vision is committed to providing regional and group training. These sessions provide significant cost benefits and are offered at a discounted price.

If you have regional training needs which are not addressed by the scheduled sessions we would welcome the opportunity to discuss your training requirements further.

To lodge your Booking or for further information:
 Please contact Ann Bull on 9315 7009 or email ann.bull@itvision.com.au
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