



WEBINAR - ONLINE TRAINING SCHEDULE

The following is a list of online training courses currently scheduled for

APRIL MAY JUNE 2012

Course Title	Date	Duration	Online	Cost
7920: Trust This webinar is designed to provide a new user with an overview of the SynergySoft Trust System. It can also be used as a refresher course for those already familiar with the Trust System	Thursday 12 th April 2012 10:00 am - 11:30 am WST	1.5 hours	Webinar To register: Click on the following Link	\$230 + GST per connection
7702: Rates Modelling This session provides a comprehensive overview of the processes involved in completing a Rates Model for General Rates, Service Charges and Area Rates, including ESL	Tuesday 17 th April 2012 10:00 am - 12:00 pm WST	2.0 hours	Webinar To register: Click on the Following Link	\$295 + GST per connection
7921: Cash Receipting and Dogs This session will introduce users to the Receipting module. Including the setup of receipting parameters and basic receipting processes. An overview of the Dogs module will also be included covering the setup of registration details, renewal notices and purging records.	Tuesday 24 th April 2012 10:00 am - 12:00 pm WST	2.0 hours	Webinar To register: Click on the following Link	\$295 + GST per connection
7922: Budgets This session steps you through reviewing your accounts, creating the budgets in Excel and then uploading into SynergySoft.	Thursday 26 th April 2012 10:00 am - 12:00 pm WST	2.0 hours	Webinar To register: Click on the Following Link	\$295 + GST per connection



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7923: Report Manager This course will introduce users to data structures, creating basic reports and ways to customise the report and select different output formats like Word and Excel.	Wednesday 2 nd May 2012 10:00 am - 11:30 am WST	1.5 hours	Webinar To register: Click on the following Link	\$230 + GST per connection
7924: Assets This session covers the processes involved in acquisition and disposal of an asset.	Thursday 10 th May 2012 10:00 am - 11:30 am WST	1.5 hours	Webinar To register: Click on the following Link	\$230 + GST per connection
7925: Rates Modelling This session provides a comprehensive overview of the processes involved in completing a Rates Model for General Rates, Service Charges and Area Rates, including ESL	Tuesday 22 May 2012 10:00 am - 12:00 pm WST	2.0 hours	Webinar To register: Click on the following Link	\$295 + GST per connection
7926: EOY Payroll\Finance This session covers: Review of procedures and processes required at end of year.	Wednesday 23 rd May 2012 10:00 am - 12:00 pm WST	2.0 hours	Webinar To register: Click on the following Link	\$295 + GST per connection
7927: EOY Rates This session covers: Closing Rates Ledger. Final Balancing and Reports in Rates. Checks after End of Year Process.	Thursday 24 th May 2012 10:00 am - 12:15 pm WST	2.25 hours	Webinar To register: Click on the following Link	\$295 + GST per connection
7928: Rates Billing Prerequisite You must attend the Rates Modelling session to attend the Rates Billing session. This session is an extension to the Rates Modelling Webinar, it will detail the processes of applying a model, billing main rate charges for the year and the subsequent processes required such as Production of Rates Notices	Tuesday 5 th June 2012 10:00 am - 12:00 pm WST	2.0 hours	Webinar To register: Click on the following Link	\$295 + GST per connection



Course Title	Date	Duration	Online	Cost
7929: Dog and Cat Registrations This session covers an overview of the Dog and Cats Module including the setup of registration details, renewal notices, purging records and receipting of Dog and Cat payments.	Thursday 7 th June 2012 10:00 am - 11:30 am WST	1.5 hours	Webinar To register: Click on the Following Link	\$230 + GST per connection

For further information:
Please contact **Ann Bull** on 9315 7009 or email Training@itvision.com.au