

Course/Workshop Name

Level

Presentation Style

## **COURSE OUTLINE**

**Synergy Soft Assets Webinar**

**Essentials**

**Webinar**

### **Who should Attend**

This course is designed for Finance Officers, Accountants and Finance Managers who have used the SynergySoft System for at least 6 months and would like a refresher in the specific course content.

### **Prerequisites**

Attendees will need to have:

- Knowledge of SynergySoft
- Fundamental knowledge of computers
- Fundamental knowledge of MS word
- Fundamental ability to use the Internet

### **Course Content**

- **Create an asset**
- **Creating a purchase order for an asset**
- **Purchase an asset through Creditors**
- **Depreciate an asset**
- **Revalue an asset**
- **Dispose of an asset**

To loge your Booking or for further information please contact Ann Bull on (08) 9315 7009 or email [ann.bull@itvision.com.au](mailto:ann.bull@itvision.com.au)