

TRAINING SCHEDULE

The following is a list of training courses currently scheduled for
August September October 2010

Course Title	Date	Duration	Venue	Cost
5276 : Payroll - Essentials This course provides the essentials of the SynergySoft Payroll module. Separate courses are available for Payroll Leave, Payroll End of Year Processes	Tuesday 3 rd and Wednesday 4 th August 2010 9:00 am to 4:30 pm	2.0 days	IT Vision Training Room	\$840.00 + GST for 1 st attendee \$570.00 + GST per additional attendee
5277: Payroll – Leave This course provides extensive training in all aspects of SynergySoft Payroll Leave	Thursday 5 th August 2010 9:00 am to 12:30 pm	0.5 day	IT Vision Training Room	\$290.00 + GST for 1 st attendee \$180.00 + GST per additional attendee
5278: Financial Essentials This course covers G/L, Works Costing, Creditors, Debtors, Plant and Excel Integration. Ideal for new accountants, finance managers and clerks	Tuesday 10 th and Wednesday 11 th August 2010 9:00 am to 4:30 pm	2.0 days	IT Vision Training Room	\$840.00 + GST for 1 st attendee \$570.00 + GST per additional attendee
5282: Rates & Property - Essentials This course provides the essentials of the SynergySoft Rates and Property System. Separate courses are available for Interim Rating, Subdivision and Amalgamations, Rates Modelling and Billing, Pensioners/Seniors Rates End of Year	Wednesday 1 st and Thursday 2 nd September 2010 9:00 am to 4:30 pm	2.0 days	IT Vision Training Room	\$840.00 + GST for 1 st attendee \$570.00 + GST per additional attendee
5283: Rates & Property Interim Rating, Subdivision and Amalgamations This course provides extensive training in all aspects of Interim Rating, including Subdivisions and Amalgamations	Friday 3 rd September 2010 9:00 am to 12:30 pm	0.5 days	IT Vision Training Room	\$290.00 + GST for 1 st attendee \$180.00 + GST per additional attendee

Course Title	Date	Duration	Venue	Cost
5284: Rates & Property Pensioners & Seniors This course provides everything you need to know to process details for Pensioners and Seniors on the SynergySoft Rating and Property System	Friday 3 rd September 2010 1:30 to 4:30 pm	0.5 days	IT Vision Training Room	\$290.00 + GST for 1 st attendee \$180.00 + GST per additional attendee
5285: Excel Integration - Essentials Learn the essential functions of the Excel Integration financial reporting and budgeting tool	Tuesday 7 th September 2010 9:00 am to 12:30 am	0.5 day	IT Vision Training Room	\$290.00 + GST for 1 st attendee \$180.00 + GST per additional attendee
5286: Excel Integration - Advanced This course is intended for experienced Excel Integration users who wish to learn more advanced techniques	Tuesday 7 th September 2010 1:30 pm to 4:30 pm	0.5 day	IT Vision Training Room	\$290.00 + GST for 1 st attendee \$180.00 + GST per additional attendee
5287: Cash Receipting and Dogs This course explains how to use the Receipting module to process all receipt types and includes Dog Registrations, Dog Reports and Dog Renewals	Tuesday 14 th September 2010 9:00 am to 4:30 pm	1.0 day	IT Vision Training Room	\$420.00 + GST for 1 st attendee \$285.00 + GST per additional attendee
5288: Report Manager - Advanced Town Planning and Building Prerequisite: Participants must have attended the Town Planning and Building courses. Learn how to produce ad hoc reports or mail merge documents from within the Building or Town Planning modules. This course reaches advanced levels and includes reporting on times taken between Building\Town Planning stages.	Thursday 16 th September 2010 9:00 am to 4:30 pm	1.0 day	IT Vision Training Room	\$420.00 + GST for 1 st attendee \$285.00 + GST per additional attendee

Course Title	Date	Duration	Venue	Cost
5289: Central Records Administration This course is designed specifically for records staff and their managers. Attendees will receive extensive training in all aspects of SynergySoft Central Records	Tuesday 21 st and Wednesday 22 nd September 2010 9:00 am to 4:30 pm	2.0 days	IT Vision Training Room	\$840.00 + GST for 1 st attendee \$570.00 + GST per additional attendee
5290: Systems Administration Universe database administration. SynergySoft system administration. SynergySoft security and menus	Wednesday 29 th September 2010 9:00 am to 4:30 pm	1.0 days	IT Vision Training Room	\$420.00 + GST for 1 st attendee \$285.00 + GST per additional attendee
5293: Payroll - Essentials This course provides the essentials of the SynergySoft Payroll module. Separate courses are available for Payroll Leave, Payroll End of Year Processes	Tuesday 5 th and Wednesday 6 th October 2010 9:00 am to 4:30 pm	2.0 days	IT Vision Training Room	\$840.00 + GST for 1 st attendee \$570.00 + GST per additional attendee
5294: Payroll – Leave This course provides extensive training in all aspects of SynergySoft Payroll Leave	Thursday 7 th October 2010 9:00 am to 12:30 pm	0.5 day	IT Vision Training Room	\$290.00 + GST for 1 st attendee \$180.00 + GST per additional attendee
5296: Report Manager – Essentials Attendees will learn how to extract data from SynergySoft and produce spreadsheets, CSV files and mail merges	Wednesday 20 th October 2010 9:00 am to 12:30 pm	0.5 day	IT Vision Training Room	\$290.00 + GST for 1 st attendee \$180.00 + GST per additional attendee

Course Title	Date	Duration	Venue	Cost
5297: Report Manager - Advanced Rates & Property Prerequisite: <i>Participants must have attended the Report Manager Essentials course</i> This course is intended for experienced Report Manager users who wish to learn more advanced reporting techniques in the Rates & Property area	Wednesday 20 th October 2010 1:30 pm to 4:30 pm	0.5 day	IT Vision Training Room	\$290.00 + GST for 1 st attendee \$180.00 + GST per additional attendee
5298: Rates & Property - Essentials This course provides the essentials of the SynergySoft Rates and Property System. Separate courses are available for Interim Rating Subdivision and Amalgamations, Rates Modelling and Billing, Pensioners/Seniors Rates End of Year	Tuesday 26 th and Wednesday 27 th October 2010 9:00 am to 4:30 pm	2.0 days	IT Vision Training Room	\$840.00 + GST for 1 st attendee \$570.00 + GST per additional attendee
5299: Rates & Property Interim Rating, Subdivision and Amalgamations This course provides extensive training in all aspects of Interim Rating, including Subdivisions and Amalgamations	Thursday 28 th October 2010 9:00 am to 12:30 pm	0.5 days	IT Vision Training Room	\$290.00 + GST for 1 st attendee \$180.00 + GST per additional attendee
5300: Rates & Property Pensioners & Seniors This course provides everything you need to know to process details for Pensioners and Seniors on the SynergySoft Rating and Property System	Thursday 28 th October 2010 1:30 to 4:30 pm	0.5 days	IT Vision Training Room	\$290.00 + GST for 1 st attendee \$180.00 + GST per additional attendee

To lodge your Booking or for further information:

Please contact Ann Bull on 9315 7009 or email training@itvision.com.au