

MoneyWorks Training Booking Form

Event Information

Name of Event	Getting the Most out of MoneyWorks
Training Level	Beginner
Date	Thursday, 29 July 2010
Location	Simms International Pty Ltd Unit 20, 39 Herbert St St Leonards NSW 2065
Time	9am – 4pm
Price per attendee	\$220 (Inc GST)

Attendee Information

Full name	
Company	
Company Address	
Email Address	
Phone Number	
Mobile phone	

Payment Details

An invoice will be emailed to you upon receipt of this booking form

Securing your place

Complete and return this form by	21 July 2010 (After this date call re availability)
Email	peta@paxinos.com.au
Or Mail	John Paxinos & Associates 117 Sturt St Southbank Vic 3006

'Getting the Most out of MoneyWorks' is designed for small business operators running their own MoneyWorks systems, bookkeepers who need to learn more about how MoneyWorks functions, the person in the office who has grown into a financial management role but never had any formal training and business owners who need grounding in the basics of accounting.

Morning, 9am - 12pm: The Accounting Basics; As an accounting program MoneyWorks is governed by accounting rules and processes. Learning these basics will enable you to both understand and more successfully manage your business.

Afternoon, 1 - 4pm: MoneyWorks; This session allows us to apply the lessons of the morning session and see how MoneyWorks handles these accounting fundamentals thus allowing you to correctly set up and operate your system and enabling you to maximize the potential of your MoneyWorks system.