



MoneyWorks[®]

Seriously Good Accounting Software

MoneyWorks Training in Melbourne

MW 101 - MoneyWorks Essentials

This class will show you how your MoneyWorks file should be set up and operated so that you can take full advantage of the program and properly manage your business finances.

You should attend if:

You have purchased MoneyWorks in order to run your own finances.

Your company has converted to MoneyWorks from another package.

You are the bookkeeper or finance person responsible for MoneyWorks in your company.

You have joined a company that uses MoneyWorks.

Topics to be covered:

- * Key company information and formatting options
- * Correctly setting up the Chart of Accounts
- * Entering existing balances
- * Entering Sales and Receiving money
- * Entering Payments and Paying bills
- * Making Electronic Payments
- * Banking and Bank Reconciliations
- * Importing transaction files from the bank
- * Finding information and sorting data
- * Customizing screens
- * File management and Custom Plug Ins
- * Printing the Standard Profit and Loss and Balance Sheet Reports

MW 201 - MoneyWorks Advanced

This class will help you become a MoneyWorks power user and help you unlock many features and benefits.

You should attend if:

You are admin or finance staff who have been using MoneyWorks for a while and need advice on how to do things better.

You need to start using new modules.

You want to replicate some processes you undertook with a previous package.

You want to do some things more efficiently.

Topics to be covered:

- * Powerful searching
- * List filters
- * Importing from bank and auto allocations
- * Adjustments, contras and write-offs
- * Budgeting
- * Job Costing
- * Inventory
- * Introduction to Report Writing
- * Forms Designer
- * Multi-Currency
- * Keyboard Shortcuts
- * Datacentre essentials and User Privileges

Solving your problems

Time is set aside in all classes to directly assist participants with particular problems they are having with their data. Therefore you are encouraged to bring your laptop and MoneyWorks data file so we can help address these issues.



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Venue

228 Bank St South Melbourne 3205.
Next door to old South Melbourne Town Hall
Training is conducted in a comfortable boardroom environment.

Time

9.00 - 9.30	Welcome and coffee
9.30 - 12.30	Session 1
12.30 - 1.30	Lunch
1.30 - 4.30	Session 2
4.30 - 5.30	Time available to look at Data files

Seminar Cost

\$330 (inc GST)
Includes morning and afternoon tea

Presented by - John Paxinos & Associates P/L

John has been a professional arts manager for over 25 years. He runs a number of successful arts business.

He has been a MYOB certified consultant and is a MoneyWorks certified consultant and was a member of the GST Transition Task force for the Arts during the nationwide implementation program.

He has lectured extensively in short course seminars both independently and for both Melbourne and Auckland University.

In 2011 he was awarded the Myer Foundation Facilitators Award for his services and support for Arts Organizations.

John and his team have specialized in developing solutions with MoneyWorks for over 5 years and they are regarded as leaders in the field.

For Further Information

John Paxinos and Associates Pty Ltd
117 Sturt St Southbank Vic 3006
Ph (03) 9696 5085
info@paxinos.com.au
www.paxinos.com.au

Bookings

Try Booking www.trybooking.com

MW 101 - MoneyWorks Essentials
www.trybooking.com/BHRV

MW 201 - MoneyWorks Advanced
www.trybooking.com/BHRX
A booking fee of 30cents per booking applies.

If you wish to book manually

Please complete and fax back to: **03 9699 4885**
Or

Scan and email to: **info@paxinos.com.au**

MW 101 - MoneyWorks Essentials

Wednesday 6th June 2012 **\$330.00**

MW 201 - MoneyWorks Advanced

Wednesday 13th June 2012 **\$330.00**

Name: _____

Organisation: _____

Address: _____

Email: _____

Phone: _____

Payment by Bank Transfer

NAB

John Paxinos & Associates Pty Ltd
BSB: 083-419 Account Number: 63-207-1480

By Cheque to John Paxinos & Associates Pty Ltd
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