

## Courses and registration form Semester 1 2010

Introduction to Attaché (New Operator Training)	Semester 1 2010
<p><b>Introduction to Attaché (New Operator Training)</b>  <i>9.00am – 4.00pm; \$110 per 2 hour session*; Code UA171</i></p> <p>New Operator Training is designed to quickly and cost effectively help new staff learn the fundamentals of the Attaché system so they can become productive sooner. This course offers 3 sessions per day (\$110 per session*) and is run over 2 consecutive days.</p> <p><u>Day 1</u></p> <ul style="list-style-type: none"> <li>• Introductory Overview</li> <li>• Introduction to Debtors</li> <li>• Introduction to Creditors</li> </ul> <p><u>Day 2</u></p> <ul style="list-style-type: none"> <li>• Introduction to General Ledger and Bank Reconciliation</li> <li>• Introduction to GST / BAS Reporting</li> <li>• Introduction to Payroll Processing</li> </ul> <p>*Speak to your Attaché Consultant or Attaché about our Telephone Support / New Operator Training Plan.</p>	<ul style="list-style-type: none"> <li>{ Tuesday 19 January (Day 1)</li> <li>{ Wednesday 20 January (Day 2)</li> <li>{ Tuesday 16 February (Day 1)</li> <li>{ Wednesday 17 February (Day 2)</li> <li>{ Thursday 18 March (Day 1)</li> <li>{ Friday 19 March (Day 2)</li> <li>{ Monday 19 April (Day 1)</li> <li>{ Tuesday 20 April (Day 2)</li> <li>{ Tuesday 18 May (Day 1)</li> <li>{ Wednesday 19 May (Day 2)</li> <li>{ Wednesday 23 June (Day 1)</li> <li>{ Thursday 24 June (Day 2)</li> </ul>
Accounts Receivable	Semester 1 2010
<p><b>Managing Debtors with Stock Sales</b>  <i>9:00am – 3:30pm; \$550 (includes light lunch); Code UDRSTK</i></p> <p>This full-day course covers all aspects of Accounts Receivable including setups, orders and invoicing, reporting, inventory control and stocktaking. Aimed at those who work in or supervise the Accounts Receivable department, the course takes a practical hands-on approach to using your Attaché system to manage debtors. Included is a review of the results of Customer transactions and the information available to management/accountants for review.</p> <p><b>Accounts Receivable Masterfiles and Setups:</b> Options • Set ups • Masterfiles • GST considerations • Enquiry • General Ledger allocations • Discounts, Payments and Adjustments</p> <p><b>Customer Transactions:</b> Orders/invoices • Line types • Editing fields at time of entry • GST rates • Back orders • Modifying orders • Looking up documents • GST/BAS (overview) • Printing documents</p> <p><b>Transaction Reporting and Inventory Control:</b> Sales Analysis • Reports • End of Period (overview) • Stocktaking (where applicable)</p>	<p>Thursday 11 February Friday 30 April</p>
<p><b>Managing Debtors with Non-Stock Sales</b>  <i>9:00am – 1:00pm; \$330; Code UDR</i></p> <p>This course includes the Accounts Receivable functions for businesses who provide services to clients. Similar to the course above but excluding the subjects associated with stock control.</p>	<p>Wednesday 24 February Tuesday 2 March Tuesday 23 March Thursday 22 April Tuesday 15 June</p>

For more information about Attaché  
training courses call us on (02) 9929 8700

Accounts Payable	Semester 1 2010
<p><b>Managing Creditors with Stock Purchases</b>  <i>9:00am – 3:30pm; \$550 (includes light lunch); Code UCRSTK</i></p> <p>During this full-day course you'll learn how to set up, create, store and report on supplier (creditor) and purchasing transactions. Aimed at those who work in or supervise Accounts Payable, the course takes a practical hands-on approach to using your Attaché system to manage creditors. The course also reviews the results of Supplier transactions and discusses the information available to management/accountants for review. Processing a stocktake in a warehouse environment is also covered in detail.</p> <p><b>Accounts Payable Masterfiles and Setups:</b> Supplier and purchasing options • Masterfiles • Importance of fields used for reporting • Masterfile fields in relation to GST • Supplier Enquiry • General Ledger allocations</p> <p><b>Supplier Transactions:</b> Transaction entry • Line types • Editing fields at time of entry • Multiple GST rates • Changing GST rates • GST/BAS (overview) • Printing documents • Supplier payments • Pay selections</p> <p><b>Transaction Reporting and Inventory Control</b> (where applicable) Supplier, purchasing and product transaction reports • Stocktake</p>	<p>Wednesday 10 February  Thursday 29 April</p>
<p><b>Managing Creditors with Non-Stock Purchases</b>  <i>9:00am – 1:00pm; \$330; Code UCR</i></p> <p>This course includes the Accounts Payable functions for a business whose purchasing does not include stock/warehouse items for resale. Similar to the course above but excluding stock control.</p>	<p>Tuesday 23 February  Monday 1 March  Thursday 25 March  Wednesday 21 April  Wednesday 5 May  Thursday 3 June</p>
Attaché Payroll	Semester 1 2010
<p><b>Payroll Processing</b>  <i>9:00am – 1:00pm; \$330; Code UPAYPRO</i></p> <p>Aimed at Payroll operators, this course works through setting up employee details and processing a payroll. The various reporting options are also reviewed.</p> <p>Employee setups • Time sheets and auto pays • Termination • Reports</p>	<p>Wednesday 13 January  Tuesday 9 February  Monday 22 February  Thursday 11 March  Monday 22 March  Tuesday 6 April  Tuesday 4 May  Tuesday 25 May  Wednesday 2 June  Thursday 17 June</p>
<p><b>Payroll Setups</b>  <i>9:00am – 1:00pm; \$330; Code UPAYSET</i></p> <p>Advanced payroll setups are discussed in detail during this session which covers establishing a new payroll and the pay elements that impact the correct calculation of all payroll functions. This course is for payroll supervisors or senior payroll operators.</p> <p>Payroll options • Income types • Allowances • Deductions • Superannuation • Groups and group standard pays</p>	<p>Tuesday 12 January  Monday 8 February  Thursday 18 February  Monday 8 March  Wednesday 17 March  Tuesday 27 April  Monday 3 May  Monday 24 May  Tuesday 1 June  Wednesday 16 June</p>
<p><b>Superannuation with Attaché Payroll</b>  <i>9:00am – 11.00am; \$220; Code UPAYSUP</i></p> <p>This course discusses how to use Attaché Payroll to set up, record and report on superannuation.</p> <p>• Setting up contribution types (Superannuation Guarantee contributions, additional employer contributions and employee contributions) • Setting up superannuation funds • Creating superannuation accounts for employees • Reporting • Exporting to super funds</p>	<p>Friday 22 January  Thursday 25 February  Tuesday 9 March  Wednesday 24 March  Thursday 13 May  Friday 11 June</p>

General Ledger and Bank Reconciliation	Semester 1 2010
<p><b>General Ledger and Bank Reconciliation</b>  <i>9:00am – 1:00pm; \$330; Code UGL</i></p> <p>Aimed at financial controllers and accountants, this course includes setting up the general ledger, establishing a chart of accounts and standing journals.</p> <p><b>General Ledger:</b> Designing a chart of accounts • Standing journals and reposting batches • Opening balances • Budgets • Bank Reconciliation.</p>	<p>Thursday 14 January  Monday 1 February  Wednesday 10 March  Thursday 15 April  Thursday 6 May  Friday 4 June</p>
Specialist Courses	Semester 1 2010
<p><b>GST / BAS Reporting</b>  <i>9:00am – 11:00am; \$220; Code UGST</i></p> <p>Extensive information is available with Attaché accounting software to provide the appropriate details for completion of your BAS. This session works through the details of GST reporting using your Attaché system.</p> <p>This course looks at setups for accurate BAS reporting and reviews the reports which provide detailed information for completing your BAS return.</p>	<p>Monday 15 February  Thursday 20 May  Friday 18 June</p>
<p><b>Fixed Assets</b>  <i>9:00am – 11:00am; \$220; Code UFA</i></p> <p>This course works through the setting up of your Fixed Assets register as well as automated depreciation, disposal management, general ledger integration and reporting.</p> <p>Set ups for Australia • Using Attaché Fixed Assets • Adding and activating assets • Transaction entry • Depreciating assets • Undoing transactions • End of period • Using KFI</p>	<p>Thursday 4 February  Thursday 4 March  Wednesday 7 April  Monday 10 May  Tuesday 8 June</p>
<p><b>Attaché ODBC &amp; Microsoft Office</b>  <i>9:00am – 3.30pm; \$550 (includes light lunch); Code UODBC</i></p> <p>This course is designed to help you get more out of your Attaché and mail merges directly from Microsoft Office, without complicated reporting tools or programming data by using the reporting software which best suits your needs and skills. You'll learn how to create reports, spreadsheets.</p> <p>ODBC basics • Attaché files and data structures • ODBC Data Dictionaries • Introduction to MS Query and QBE (Query By Example) • Beginner's SQL (Structured Query Language) • Using Excel for Financial Reporting • Mail merge and mailing labels • Building simple Access databases and reports</p>	<p>Wednesday 3 February  Monday 15 March  Wednesday 28 April  Wednesday 12 May  Thursday 10 June</p>
<p><b>Form and Screen Design</b>  <i>9:00am – 11.00am; \$220; Code UFS</i></p> <p>This session is a comprehensive hands-on tutorial on designing data entry screens and setting up forms (print layouts) to print documents for Customer Order Entry Invoicing and Supplier Purchasing.</p> <p>You'll learn how to confidently design functional screens and professional looking invoices, order forms and other documents.</p>	<p>Wednesday 3 March 2010  Wednesday 14 April 2010  Monday 17 May 2010</p>
<p><b>Managing Products</b>  <i>9:00am – 1.00pm; \$330; Code UPROD</i></p> <p>The aim of this session is to familiarise Workshop participants with the use of Attaché software in setting up and maintaining an Inventory System. The workshop is a 'hands on' session through worked examples and practical use of the software.</p>	<p>Tuesday 2 February  Tuesday 16 March  Tuesday 11 May  Wednesday 9 June</p>

# Registration

PLEASE USE BLOCK LETTERS

Code	Course date	First name	Last name	Price
				\$
				\$
				\$
				\$
				\$
<b>TOTAL</b>				\$

<b>Company</b>	<b>VIP</b>
<b>Contact person</b>	<b>Phone</b>
<b>Email (for invoice/confirmation)</b>	<b>Fax</b>

<input type="checkbox"/> <b>Please charge my AFTP/CBP account*</b> signature .....					
<i>Other ways to pay:</i>	<input type="checkbox"/> <b>Credit card*</b> for \$ ..... plus 2% surcharge \$ ..... = Total \$ ..... Cardholder ..... <table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> </tr> </table> Expiry <table border="1" style="display: inline-table; width: 20px; height: 20px;"> </table> / <table border="1" style="display: inline-table; width: 20px; height: 20px;"> </table> signature .....				
<input type="checkbox"/> <b>Cheque enclosed</b> for the amount of \$ ..... payable to Attaché Software Pty. Limited					
<input type="checkbox"/> <b>Direct deposit/EFT ANZ</b> to North Sydney – Miller Street 012 361 2286 55513 (Enclose receipt or remittance advice)					

\*Payment by credit card incurs a 2% surcharge

**Fax to (02) 9925 0481 or phone (02) 9929 8700**

## Information and conditions

### Registrations

To register complete the Registration Form and fax or mail it to us, keeping a copy for your own records. Upon receipt of registration we will send you a tax invoice acknowledging payment together with full course and venue details.

Minimum 5 (maximum 10) participants per course.

Attaché Software may cancel a course with 7 days' notice due to insufficient numbers.

### Cancellations and changes

Registrations can be changed to a later date (subject to availability) with two weeks' notice. Substitute attendees are welcome.

Cancellations in writing prior to the course date:

- two weeks or more: 100% refund
- one week: 50% refund

No refund if less than 7 days' notice.

### Location

All courses are held at Attaché Software's Training Centre at **18 Berry Street, North Sydney**.

### Contact Attaché

Attaché Software

18 Berry Street, North Sydney 2060

Tel (02) 9929 8700

Fax (02) 9925 0481

Email [info@attachesoftware.com](mailto:info@attachesoftware.com)

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