



### Xero for Beginners

#### Workshop covers

- Intro in running your business on Xero
- Benefits to using cloud computing
- Set up your business
- Bank Feeds and Bank Reconciliation Basics
- Debtor and Creditor Management
- Basic Reporting

**Date:** 23/10/2013  
**Time:** 9am-12pm  
**Venue:** CTEC

### MYOB for Beginners

#### Workshop covers

- Guide through MYOB and Versions
- Basic Data Entry
- Accounts Receivable
- Accounts Payable
- Payroll
- Preparing a BAS

**Date:** 11/11/13  
**Time:** 10am-4pm  
**Venue:** CTEC

### Quickbooks for Beginners

#### Workshop covers

- Setting up Chart of Accounts
- Setting up Preferences
- Income and Expenses Data Entry
- Accounts Payable / Receivable
- Bank Reconciliation
- Payroll & BAS

**Date:** 13/11/13  
**Time:** 10am-4pm  
**Venue:** CTEC

### Xero Essentials

#### Workshop covers

- Tips and Tricks in Xero
- Advanced bank reconciliations
- Advanced Debtor and Creditor Management
- Payroll and Employee Management
- Business Activity Statements
- Customised Reporting
- Xero Add on Programs at a glance

**Date:** 23/10/2013  
**Time:** 1pm-4pm  
**Venue:** CTEC

### MYOB Essentials

#### Workshop covers

- Reporting and understanding them
- Quoting / Purchase Orders / Bills
- Detailed Accounts Receivable
- Job Codes
- Forecast and Budgeting
- Electronic Payments

**Date:** 12/11/13  
**Time:** 9am-4pm  
**Venue:** CTEC

### Quickbooks for Advanced

#### Workshop covers

- Reporting and understanding them
- How to know your data is correct
- Memorised Transactions
- Quoting/ Purchase Orders / Bills
- Inventory / Class Tracking
- Electronic Payments
- Problem Solving

**Date:** 14/11/13  
**Time:** 9am-4pm  
**Venue:** CTEC

#### Registration Details:

Early Bird Registration: \$130/Workshop  
 (Must register 7 days prior to each workshop)  
 Normal Registration: \$150/Workshop

**\*Limited numbers so please register early to avoid disappointment.**

Receive **15% off** when registering two or more people from your workplace

Registration includes Morning Tea, Lunch & Tea and Coffee

To Register please go to [www.tm3trainingsolutions.com.au](http://www.tm3trainingsolutions.com.au)

#### Attention Dysart Businesses

Unable to attend the Moranbah Workshop  
 Please register your interest with TM3 and if we are able to meet minimum numbers we will hold Dysart Workshops as well.

#### For more information visit:

**W:** [www.tm3trainingsolutions.com.au](http://www.tm3trainingsolutions.com.au)

**P:** 07 49 417 485

**T:** 0428 180 421

**E:** [melissa.westcott@tm3trainingsolutions.com.au](mailto:melissa.westcott@tm3trainingsolutions.com.au)