

SYBIZ TRAINING AT THE SUPPORT HOUSE

Course Outline

Intermediate Sybiz Vision

Intermediate Sybiz Vision is a course designed to give existing customers of Sybiz Vision a greater understanding of the capabilities offered in the product. Students will receive extensive knowledge on how to exploit the power of Sybiz Vision to improve their business systems. The course clearly explains the GST and end-of-year processes for Sybiz Vision and how the software integrates with Microsoft Word® and Excel®.

Duration:

Seven-hour session including morning tea, lunch and afternoon tea.

Entrance Requirements:

The student must be computer literate; have an understanding of basic accounting principles; and must have worked on Sybiz Vision or attended the Introduction to Sybiz Vision course.

Course Overview:

1. **Period processing**

Learn the differences between next period processing and future-dated processing.

2. **New Period rollover**

An outline of the process involved and how this affects a company's data.

3. **GST & BAS**

Explore the difference between accounting periods and tax periods, identify how Sybiz Vision determines how to treat each transaction and identify some of the issues that can complicate the BAS process.

4. **End-of-Year procedure**

An overview of the process with reference to the new period rollover.

5. **Importing and exporting**

Utilise Microsoft Word® and Excel® to unlock even more functionality in Sybiz Vision.

6. **Forms Editor and Report Writer**

Discover the scope of these two products and how to create value added information.

7. **Recalculating and reindexing**

An explanation of what these utilities do and when they may be necessary.

8. **Database housekeeping**

Identify what should be considered when performing "housekeeping" and what features exist to make the customer's life easier.

Course Materials

Course Materials will be provided and a certificate is issued by Sybiz after completion of the course. PC's will be provided. Just bring yourself.

Terms and Conditions

A deposit of \$100 is required when booking with the remainder payable 14 days prior to commencement of the course. Forfeiture of the deposit amount will occur if cancellation occurs within 14 days of course date. A 10% discount applies if payment is made in full when booking - credit card payments are accepted over the phone.

To place a booking, please call tsh on 08 8377 3222 or email info@tsh.net.au

If you would like to discuss your training needs further please do not hesitate to call.