

MYOB EXO TRAINING QUARTERLY SCHEDULE 2018

	COURSE CODE	COURSE TITLE	DATE	TIME	DURATION
FEBRUARY	TMYOB-PSC	Purchasing and Stock Costs	15 th February	12:30pm	4 Hours
	TMYOB-RP	Receivables & Payables	19 th February	9:30am	4 Hours
	TMYOB-MS	Maintaining Stock	28 th February	9:30am	4 Hours
MARCH	TMYOB-GLREOY	General Ledger, Reconciliation & End-of-Period	9 th March	9:30am	4 Hours
	TMYOB-EI	Employee Information – Managing employee records	14 th March	9:30am	3 Hours
	TMYOB-SSO	Sales & Sales Orders	20 th March	9:30am	4 Hours

Scheduled Classroom Training

Inclusions

Acacia have a fully equipped training centre. All training sessions will include training manuals and light refreshments.

Special Offer

Each additional attendee from the same organisation attending on the same day will be entitled to a 50% discount off the full price of the course. If you are on a Support Plan you will receive a 10% discount. Please advise at the time of registration if you are on a Support Plan.

Cost

Discounted rates are offered for our Scheduled Classroom Training Courses. If you have a Support Plan a further 10% discount will apply.

Payment Terms

Invoices for all training attendees will be issued prior to training for payment, unless a prior arrangement has been made with ACS. Payment can be made using our normal payment methods. Cancellation is required 3 working days prior to the course commencement. If you cancel or you fail to attend without advising our Training Administrator in less than 3 days prior to the course date, an administration charge of 20% of the full course cost may apply. However, if as a result, the entire course is cancelled then the full course fee may be charged. Attendee substitution is acceptable. Please contact our Training Administrator prior to the course.

Customised Site Specific Training – We do this too!

Acacia can also schedule these courses as a private training session or can organise a customised course to suit your specific needs and requirements. This can be held at our office in our fully equipped training centre or at your office. Customised and private training outside of our Scheduled Training Courses are invoiced at our Standard Hourly Rate. Talk to us for further details or to discuss your training requirements.

*If you have any further questions, please contact us on **03 9899 2710**. Our office hours are from 9am until 5pm Monday to Friday. If you would like to register for one of our courses, please contact us.*

Thank you! We look forward to teaching you new and exciting things!

Acacia Office Location

