

BUSINESS SOFTWARE

Workshop - 3 hours

\$215.00 plus gst

One-to-one training (per hour)

\$180.00 plus gst

This workshop provides an introduction to the various accounting software and payroll software options for small to medium businesses, and an evaluation of the functionality and reporting capabilities of each. This workshop focuses on key issues when evaluating the right accounting and payroll software option for your business, to ensure you get the most out of your investment.

WHO SHOULD ATTEND:

- ▶ Anyone struggling to get the information they need from their existing accounting or payroll software
- ▶ Anyone interested in learning more about today's business software options

BENEFITS:

- ▶ Learn the capabilities/limitations of the various business software options
- ▶ Identify the best software option for your particular business requirements
- ▶ Learn how to extract the information you need from your system

TOPICS:

- ▶ Understanding the different levels of Accounting Software
- ▶ Exploring the accounting software products available today, and seeing the key information they can provide. In particular, we look at:
 - MYOB
 - QuickBooks
 - Xero
 - Infusion
 - Accredo
- ▶ Discussing the options available for payroll systems:
 - Installed, "self-service" software (e.g. MYOB EXO; IMS Payroll Partner)
 - Online payroll bureau providers (e.g. iPayroll; Smart Payroll)

REGISTRATIONS:

Contact Natalie on 869-1445

Email: gistraining@bdo.co.nz

Online: www.buseducation.com

IN-HOUSE TRAINING:

Would your organisation benefit from customised training? We will deliver any of our programmes in-house and tailor them to the specific needs of your organisation.

CANCELLATION POLICY:

If a registrant wishes to cancel, five working days notice is required to receive a refund, less a 10% administration fee. If you are unable to give five working days notice, arrangements can be made at the discretion of BDO Training to transfer to another workshop or for another person to attend. Unless such notice is given, full workshop fees are payable and refunds will not be given.

BDO Training reserves the right to cancel or postpone a workshop. At this time you can either:

1. Receive one-on-one training on the workshop topic; or
2. Transfer to another workshop (if you are using a NZTE Capability Development Voucher, please contact the Regional Partner to see if this can be transferred); or
3. Have the workshop fee refunded in full.