

MYOB Classroom Training 2015 : Training Schedule / Registration Form

Step 1 : Select your course and date

Enter number of persons attending the course

Latest Update : 11-May -2015

Month	Date	Day	Venue	Time	Training course				Training Fees (per person). Inclusive 6% GST	No. of persons
					MYOB GST features training, for existing MYOB users (1 day)	Handling Sales & Purchase transactions in MYOB (1 day)	MYOB Accounting Basic Course for new user (2 days)	MYOB Inventory & Job Management (1 day)		
					Note 2	Note 3	Note 4	Note 5		
May-2015	20-May	Wed	Note (1)	9.00am-5.00 pm	√				689	
	21-May	Thurs	Note (1)	9.00am-5.00 pm				√	689	
Jun-2015	10-Jun	Wed	Note (1a)	9.00am-5.00 pm		√			689	
	10 & 11 June	Wed & Thurs	Note (1a)	9.00am-5.00 pm			√		1166	

Note (1) Training Venue : Unit 9-11 (Unit 9, 11th Floor) Block A, Boulevard offices, The Boulevard, Mid Valley City, Lingkaran Syed Putra 59200 Kuala Lumpur.

Note (1a) Training Venue : Unit 37-8, (Unit 37, 8th Floor) Block C Boulevard offices, The Boulevard, Mid Valley City, Lingkaran Syed Putra 59200 Kuala Lumpur.

Note (2) The MYOB GST features training is designed to provide participants with an understanding of GST concepts and how to account for GST in MYOB software. It is designed for existing MYOB users who are sufficiently proficient in handling MYOB on a daily basis. If you are new to MYOB, please sign up for the MYOB Accounting basic course

Note (3) The course on Handling Sales and Purchase transactions in MYOB software is designed for someone who wants to know how to handle only the operation's side of the business in a GST environment. This course will cover issuing Sales Invoices, DO, PO, receiving payments from customers and issuing of statement of accounts. This course is ideal for a business who has an outsourced accountant to take care of the Accounts and GST submission.

Note (4) The MYOB Accounting basic course is designed for someone who is new to MYOB software, and who wants to learn how to use the MYOB software to manage the company's Operations and Accounting function in a GST environment. This course covers purchases, sales, banking, accounting and preparation of final accounts and GST submission. It does not cover Inventory management.

Note (5) The course on Inventory Management & Job costing is designed for someone who has a basic understanding of MYOB and wants to monitor the Company's stock levels, and manage project profitability.

Note (6) Our Company is registered for GST. All pricing stated above is inclusive of GST at 6%. Fees cover tuition fees, training notes, light refreshments for 2 teabreaks, and the use of an individual PC which comes pre-installed with the latest version of MYOB software for hands on training. Class size : minimum 6 persons; maximum 20 persons per class

Step 2 : Complete Company details and Trainee details.

Company Name _____

Company Address _____

Contact name _____

Phone No. _____ Email : _____

MYOB Software version _____ Serial No. _____

Attendee (1) Name _____ **Email :** _____

Designation _____ **Phone** _____

Attendee (2) Name _____ **Email :** _____

Designation _____ **Phone** _____

Step 3 : Make your payment & advise us by email

Payment Options BY Cheque or Transfer to Maybank Puchong Jaya branch, Puchong. Swift code : MBBEMYKL
Beneficiary : PGL Business Consult (A/c 5-12343-204163)

Seats will be reserved for confirmed payments only, on a first-come-first-served basis. Please make your payment within One (1) week of booking, and/or at least 4 days before the training day, in order to secure your seats.

Please pay based on the registration details above. We will issue the Tax Invoice only after you have arranged for payment.

Send completed form to : pglbusiness@gmail.com

For more details, please contact 016-211 0476 (Elaine Pang)