

MYOB Classroom Training 2015 : Training Schedule / Registration Form

(Latest Update : 4-Sep -2015)

Step 1 : Select your course and date

Enter number of persons attending the course

Month	Date	Day	Venue	Time	Training course				Training Fees (per person). Inclusive 6% GST	No. of persons
					MYOB Accounting Basic Course for new user (2 days)	MYOB Inventory & Job Management (1 day)	MYOB GST features training, for existing MYOB users (1 day)	GST workshop : Understanding and applying GST Tax codes (3 hours)		
					Note 1	Note 2	Note 3	Note 4		
Sep-15	10-Sep	Thu	Note (1a)	9.00am-5.00 pm			v		689	
	17-Sep & 18-Sep	Thurs & Fri	Note (1b)	9.00am-5.00 pm	v				1166	
	21-Sep	Mon	Note (1a)	9.00am-12.00 pm				v	265	
	22-Sep & 23-Sep	Tues & Wed	Note (1a)	9.00am-5.00 pm	v				1166	
	28-Sep	Mon	Note (1b)	9.00am-12.00 pm				v	265	
	29-Sep	Tue	Note (1b)	9.00am-5.00 pm			v		689	
	30-Sep	Wed	Note (1a)	9.00am-5.00 pm		v			689	

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 (1b) Training Venue : IOI Boulevard, Unit F-3-16, Jalan Kenari 5, Bandar Puchong Jaya, 47100 Puchong, Selangor.

Note (1) 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 reporting. It does not cover Inventory management.

Note (2) The course on Inventory Management & Job costing is designed for someone who has a basic understanding of MYOB and wants to learn how monitor the Company's stock levels, and manage project profitability.

Note (3) The MYOB GST features training is a hands on training session, designed to provide participants with an understanding of GST concepts, GST Tax Codes, and how to account for GST for sales, purchases and expenses. You will learn how to generate and self-review the GST 03 form. 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 first.

Note (4) The GST workshop is designed to provide participants with an understanding of GST tax codes, and applying them correctly in their daily transactions. You will learn what are the common errors to avoid when completing the GST form. This is not a hands-on session.

Note (5) 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. Also includes 6 months FREE support via phone or remote access.

Note (6) Class size : 2 - 15 persons per class. We encourage active participation during class. You may bring your company sample documents for discussion.

Note (7) We reserve the right to reschedule the class, or to change the training venue, due to unforeseen circumstances. We will inform you of any rescheduling, via email and a phone call, at least 2 days before the commencement of training. On your part, please give us at least 2 days' written notice if you need to reschedule your training to a later date.

Step 2 : Complete Company details and Participant details.

Company Name _____ Industry _____

Company Address _____

Contact name _____

Phone No. _____ Email : _____

MYOB Software version _____ Serial No. _____

Participant Details

Name	Bringing your own laptop? Yes / No	Phone	Email
1			
2			
3			
4			

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)