



Training timetable—End of Financial Year 2024

**Do you need help to have a smooth end of year?
Book your spot now!**

Days	Duration	Suitable for	Cost	
Please be at our office by 8:45am for a 9:00am start unless you are in an afternoon training session.				
MYOB				
MYOB End of Year inc. Payroll	Please ring for dates	3 hours	For MYOB users who will be completing the end of year processing. Includes stock take procedures.	\$110.00
QUICKBOOKS				
QuickBooks End of year inc. Payroll	Please ring for dates	3 hours	For QuickBooks users who will be completing the end of year processing. Includes stock take procedures.	\$110.00
TRIUMPH				
Triumph — End of Year	Monday 17th June & Tuesday 9th July (via zoom)	3 hours	For Triumph users who will be completing the end of year processing. Includes stock take procedures.	\$154.00
WAGE EASY				
Wage Easy Payroll—End of year	Thursday 20th June 2pm	2 hours	For payroll users. Including Payment Summaries, and creating magnetic media for ATO and end of year processing.	\$110.00
XERO				
XERO —End of year for Payroll	Tuesday 18th June 1pm to 3pm	2 hours	For payroll users. From reconciling your payroll reports to producing Payment Summaries, creating the Empdupe file and uploading to the ATO.	\$99.00 (or both for \$150)
XERO —End of year for Accounts	Tuesday 18th June 9am to 11am	2 hours	For Xero users who will be completing the end of year processing. From reconciling your YTD GST reports, Trial Balance and Balance Sheet.	\$99.00 (or both for \$150)

For more information or to register call 08 9470 9922 or email admin@caman.com.au

Note:

1. For course outlines please contact our office.
2. CA Management Services Pty Ltd reserves the right to transfer courses with less than 3 participants.
3. All participants must be at the training centre by 8.45am.
4. Morning tea refreshment provided.
5. Note all courses are ex GST

Cancellation Policy:

- The following cancellation fees will apply if less than 7 working days notice is given:
1. Within 7 working days of scheduled training date, 10% of the program value.
 2. Within 3 working days of scheduled training date, 50% of the program value.
 3. Cancellation fee will be charged based on full course fee.

