



ATTACHÉ TRAINING COURSES:

Classroom training is available for Attaché7 software. Classroom training is held at our premises. An experienced consultant runs the course and we utilize official course material. These are hands-on courses where each participant has their own workstation and their own course manual. The course is run using Attaché Sample Data. We have found from experience that a pleasant atmosphere away from interruptions with other users input all tend to work towards a successful outcome for all participants. Questions are encouraged and actually contribute to the course in a most positive way.

Classroom training dates are as per the attached training schedule. Courses are scheduled every 3 months, although we are happy to schedule additional courses if demand arises. Courses are only run if we can reach the minimum 3 participants. 6 participants is the maximum number per course. If you book and pay for a course that is subsequently cancelled due to insufficient demand, you will be moved to the next course or your money refunded. We will only defer participants a maximum of 1 course. If the following course also fails to reach minimum numbers we will offer you for the same price one on one training and a course booklet at our office but generally less time is needed to complete the training. Cancellations due to insufficient numbers will always be advised 5-7 days prior to the scheduled course date.

Terms: Training courses are invoiced once a booking form is received. **Payment must be made in advance to confirm your booking.** Cancellation with full refund must be at least 7 days prior to the course date. Cancellation within 7 days will not receive any refund; however we are more than happy for you to send another participant in your place.

TRAINING COURSE (incl Manuals)	SUPPORT	NON-SUPPORT
Half-day	200	260
Full-day (with lunch provided)	400	520

**Notes: Above Prices are \$AUD and exclude GST.*

Course Information:

Courses are half day courses. If you book 2 courses on the same day (AM and PM session) this is considered a Full Day and lunch will be provided.

Am courses run from 9.30am to approx. 12.30pm and PM courses run from 1.30pm to approx. 4.30pm

** End of Year courses run AM from 10.00am to 12.00pm and PM Courses from 1.00PM to 3.00PM

The following courses are currently conducted from our premises in Clayton:

Payroll AM – Processing PM – Setups **Payroll End of Year	Standard Attaché	AM – Customers, Products & Order Entry/Invoicing PM – Suppliers, Purchasing & Invoicing
--	-------------------------	--

End of Month – Customers, Products, Suppliers & Purchasing

****End of Year** – Customers, Products, Suppliers and General Ledger

ODBC & Keystroke File Import (ODBC & KFI)

General Ledger – Masterfiles, Transactions, Bank reconciliation and Reporting

Please contact our office for a detailed course overview or more information.



Training Schedule – February 2009 to December 2009

Please fax this booking form to 03 9544 2844 or email to help@maja.com.au to place your booking. A confirmation letter and invoice will be sent within 24 hours.

Course Description	February 2010	Company & Participants Name/s
Payroll - Payroll Processing	Tuesday 9 th AM	
Payroll - Payroll Setups	Tuesday 9 th PM	
Standard Attaché – Cust, Prod, Inv	Thursday 11 th AM	
Standard Attaché - Supp & PO	Thursday 11 th PM	
End of Month	Monday 8 th AM	
ODBC & KFI Training	Friday 12 th AM	
General Ledger	Wednesday 10 th AM	
Course Description	May 2010	Company & Participants Name/s
Payroll - Payroll Processing	Wednesday 19 th AM	
Payroll - Payroll Setups	Wednesday 19 th PM	
Standard Attaché - Cust, Prod, Inv	Tuesday 18 th AM	
Standard Attaché - Supp & PO	Tuesday 18 th PM	
End of Month	Thursday 20 th AM	
Getting Data “In” & “Out” of Attache	Thursday 20 th PM	
General Ledger	Monday 24 th AM	
Course Description	June 2010	Company & Participants Name/s
Payroll End of Year Processing	Tuesday 15 th AM	
Accounts End of Year	Tuesday 15 th PM	
Payroll End of Year Processing	Thursday 10 th PM	
Accounts End of Year	Thursday 10 th AM	



Course Description	August 2010	Company & Participants Name/s
Payroll - Payroll Processing	Tuesday 17 th AM	
Payroll - Payroll Setups	Tuesday 17 th PM	
Standard Attaché - Cust, Prod, Inv	Thursday 19 th AM	
Standard Attaché - Supp & PO	Thursday 19 th PM	
End of Month	Monday 16 th AM	
Getting Data "In" & "Out" of Attache	Friday 20 th AM	
General Ledger	Wednesday 18 th AM	

Course Description	November 2010	Company & Participants Name/s
Payroll - Payroll Processing	Thursday 25 th AM	
Payroll - Payroll Setups	Thursday 25 th PM	
Standard Attaché - Cust, Prod, Inv	Tuesday 23 rd AM	
Standard Attaché - Supp & PO	Tuesday 23 rd PM	
Getting Data "In" & "Out" of Attache	Friday 26 th AM	
End of Month	Wednesday 24 th PM	
General Ledger	Monday 22 nd AM	