



## Forecast 5 Essentials Training Course

**BOOK NOW!**

SPACES ARE LIMITED

(+64 9) 820 9960  
Sales@forecast5.com

### When:

Friday 20<sup>th</sup> July 2018

### Where:

Online

### Duration:

9:00am – 4:00pm

### Price:

\$450 + GST per attendee. Book 2 or more people from the same company and receive a discount.

Forecast 5 Training Course goes towards Accountant CPD hours.

### Objectives:

The Essentials training course is perfect course for the new users of Forecast 5 to build their skill and learn the quickest and best practice in the preparation of your budgets. Understand how you can use Forecast 5 to suit you, your business, your clients and how to use this powerful tool better. Your confidence in using Forecast 5 will skyrocket after this training course!

### What the course will cover:

#### Session One:

Creating a Forecast Settings  
Record Parameters  
Annual Profile  
Currency  
GST PAYE

#### Session Two:

Sections  
Records  
Record Properties

#### Session Three:

Deferred Opening Balances  
Preparation for Opening Balances  
Entry of the Opening Balance Sheet

#### Session Four:

Entry – P & L Records

#### Session Five:

Data Entry – Balance Sheet Records

#### Session Six:

Main Bank Account  
Additional Bank Accounts  
Tax  
Dividends

#### Session Seven:

What If  
Changing the Extent of a Forecast  
Handling Actual Figures



# Forecast 5 Essentials Training Course Booking Form

ONLINE

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Company name:

Phone:

Address:

Attendees name and  
email:

Authorised by (Name)

Position

Signature:

Once signed and returned we will email you through an invoice for payment which needs to be paid before the course commences.

I hereby accept and agree to the terms and conditions, located at [www.forecast5.com/t&c](http://www.forecast5.com/t&c)