



Depth of experience, reliable results



Software Training

Progressive Business Technologies is an approved Sybiz Authorised Training Centre.

We conduct training courses on the complete range of Sybiz products throughout the year. Training sessions are conducted by an Accredited Sybiz Support Consultant.



Phone:
1300 720 767

Web:
www.pbt.net.au

Email: sales@pbt.net.au

Sybiz Vision Beginners Course: 9.30am-5pm

The beginner's course is an introduction to Vision for new users. The course will cover all features and functions of the software and more.

- Getting started - Tips and tricks regarding Sybiz Vision's menu system. Become more efficient in navigating through Sybiz Vision.
- Create a company database - Learn how various choices affect the behaviour of your Sybiz Vision database.
- Overview of Sybiz Vision modules - A functional overview of each core module within Sybiz Vision.
- Reporting power - Identify what reports exist within Sybiz Vision and how you can use the reported information.
- Sybiz Vertical Solutions - A brief overview of Bill of Materials (BOM), Point of Sale (POS) and Customer Relationship Management (CRM).

Sybiz Vision Intermediate Course: 9.30am - 5pm

This course is designed to give existing customers of Sybiz Vision a great understanding of the capabilities offered in the product.

- Period processing – Learn the differences between next period processing and future dated processing.
- New period rollover – An outline of the process involved and how this affects a company's data
- GST & BAS – Explore the difference between accounting periods and tax periods, identify how Sybiz Vision determines how to treat each transaction and identify some of the issues that can complicate the BAS process.
- End of Year procedure – An overview of the process with reference to the new period rollover.
- Importing and exporting – Utilise Microsoft Word and Excel to unlock even more functionality in Sybiz Vision.
- Forms Editor and Report Writer – Discover the scope of these two products and how to create value added information.
- Recalculating and re-indexing – An explanation of what these utilities do and when they may be necessary.
- Database housekeeping – Identify what should be considered when performing "housekeeping" and what features exist to make the customer's life easier.

Sybiz Vision Advanced Course: 9.30am-1pm

This course is designed for experienced Sybiz Vision customers who wish to gain additional skills.

- Installation and updates – Students learn about different network installations and what information must be known when preparing to upgrade.
- The windows registry – Explains what the registry is and how it is relevant to Sybiz Vision
- Environmental check – Ensure all PCs on a network are optimised for use with Sybiz Vision.
- System control file – A careful look at how these settings influence the behaviour of a company database
- Electronic banking
- Synchronise Sybiz Vision with Microsoft Outlook
- Querying with Microsoft Access – Learn how to configure a link with Microsoft Access, simple querying and outputting to Microsoft Excel
- The DUPE model for identifying solutions

Sybiz Visipay Course: 9.30am-1.00pm

This course is designed for all customers to formalise their Sybiz Visipay knowledge and extend their skills.

- Introduction – Overview of features and on-line help facilities.
- Creating a new company database – What information is required and what settings can be changed after the database is created.
- System Tables – Set up departments, locations and other system information.
- Pay Items – Earnings, allowances, deductions and fringe benefits are explored in detail.
- Employee Records – Setting up new employees, utilising employee records to record detailed information relating to employment.
- Processing – Standard processing, reversals and terminations.
- Reporting – How to produce required reports and payment summaries.
- New Period Rollovers – An overview of the procedure and how to avoid potential pitfalls.
- Payslip Editor – A clear explanation of how to exploit this powerful tool.



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PBT Services

- Short Courses for deeper insight
- Computer network & IT services
- Software manuals and updates
- Scheduled backup verification
- System Health Checks
- IT Support Contracts
- Software Support Contracts

Sybiz Vision Service Manager (VSM): 9.30am–5pm

This course is designed to provide an interactive based introduction of VSM and explore the detail of the VSM product.

VSM is a powerful Microsoft Windows®- based service management software module designed specifically with the needs of service industries in mind.

- Introduction- Overview of features and on-line help facilities.
- Service coordinator role – Introduction of the service coordinator, changing column orders, quick request entry
- Service Technician role – Introduction of the service technician role, record job cards, service requests, invoicing
- Data Administration Role – Introducing the administration role. Invoicing a completed service request.
- VSM Overview – Reports, modules, service items and components, VSM toolbar, Service Call toolbar, menu system
- Purchase Order Link – Overview of the VSM PO link
- VSM Scheduler
- VSM Mobile product overview – Functional overview, task processing - accepting jobs, service items, work completion details, closing tasks.

Short Courses

Our short courses are a perfect way to get more out of your software. Our short courses are designed to give you the maximum benefit without taking you out of the office for more than a day!

Course Name	Price Exc GST	State
Job Costing & Advanced Job Invoicing (9.30am – 12.30pm)	\$330	Adelaide Brisbane Perth
Inventory & Import Costing (9.30am – 12.30pm)	\$330	Adelaide Brisbane Perth
End of Period & Financial Year (9.30am – 2pm)	\$400	Adelaide Brisbane Perth
Reconciling the GST (9.30am – 12.30pm)	\$330	Adelaide Brisbane Perth
Printing & Viewing within Vision (9.30am – 12.30pm)	\$330	Adelaide Brisbane Perth

To register for any of the above courses, email us your name and the name of the short course to: admin@pbt.net.au

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