

REGISTRATION FORM



CPA PNG

Cloud-Based Accounting Practice Workshop CROWN HOTEL , BALL ROOM #4 – PORT MORESBY



DATE : TUESDAY, 4TH DECEMBER 2018
TIME : 8.30AM – 4.30PM
COST : [] K330 (MEMBER) [] K440 (NON-MEMBER)
20% discount applies for 3 and more delegates from the same employer

Given Name : _____ Surname: _____ CPA ID: _____
Email : _____ Telephone: _____ Mobile: _____
Organisation : _____
Address : _____

CPA PNG, in association with Business Link Pacific, are delighted to bring you this one day Cloud-Based Accounting Practice Workshop designed to help you better service your clients and the benefits of using cloud-based accounting systems.

This full day workshop will cover the following key areas:

- Driving efficiencies in your accounting practice
- Benefits of moving to the cloud
- Deep-dive into Xero, MYOB and QuickBooks online platforms
- How to train your clients on Xero, MYOB or QuickBooks Online

This is a workshop not to be missed.



Emma Crawford-Falekaono

Emma has over 15 years' experience in Chartered Accounting and commercial environments in NZ, AU, US and UK. Emma started her career with a global accounting firm before taking time out to deploy as a Military Police Officer to Southern Afghanistan.

Marney Price

Marney has over 30 years' experience in Chartered Accounting and commercial environments in both NZ and London. After returning from London just over a decade ago, she became one of the first adopters of Xero setting up her own practice using the cloud-based technology.

Laura Mason

Laura has over 15 years' experience working with MYOB software and more than 6 years with Xero. She started TEAM Bookkeeping in NZ, her own bookkeeping practice to support SME with adoption of new technology to increase productivity.

Akae Beach

Akae has over 19 years' chartered accounting experience working in PNG, Brisbane and Gold Coast. Akae started Beach Accounting and Advisory in 2015 to introduce affordable cloud based software solutions and tools to SMEs in PNG, specialising in QuickBooks Online.

Account Details:

A/C NAME : CPA PNG
BSP A/C # : 1000020001
Branch : Gordons Commercial Centre
BSB Code : 088951

Cancellation Notice

Cancellation advice must be confirmed with us a week before the workshop scheduled date. Failing to do so will result in payment being forfeited in lieu of expenses incurred in catering and related costs on the workshop.

Please forward completed registration form with payment details to:

Attention : Roddie Soweni
Phone : 3212105/3217658
Email : roddie@cpapng.org.pg or cpapng@cpapng.org.pg
Website : www.cpapng.org.pg

CPA PNG OFFICE
Level 2, (street level)
Armit Street, Paga Hill
PO Box: 1937, PORT MORESBY, NCD

Cloud Based Accounting Practice Workshop

Tuesday 4 December 2018

Grand Papua Hotel



Workshop Agenda (Morning Session)

Time	Content	Timing
8.30-9am	Welcome Meet and Network/ Tea & Coffee	30 mins
9-9.15am	Opening Remarks	15 mins
9.15-9.30am	Business Link Pacific Introduction	15 mins
9.30-10.45am	Driving Efficiency in your Accounting Practice Without driving efficiency in a practice through technology and process, it is difficult to generate the time to focus on additional revenue streams and services. This session takes you through a lean methodology framework designed specifically for accountants and bookkeepers to ensure that you are maximising the value you are providing your clients, whilst concurrently growing your practice. This is a semi interactive session, that you will leave with practical action points to implement in your practice Emma Crawford-Falekaono	75 mins
10.45- 11.30am	Morning Break	45 mins
11.30-12.30pm	Moving your Accounting Practice to the Cloud The benefits of moving your practice to the cloud are endless. In this session we will look at technology adoption across your business processes as well as building an implementation plan to get you started or review your current set up. We will also cover common mistakes and provide you with tips & tricks to ensure a smooth implementation or practice review Marney Price	60 mins
12.30-1.30pm	Lunch & Networking Emma, Marney & Laura will be available for 1 on 1 questions	60 mins
1.30-5pm	BREAK INTO STREAMS (below)	

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Workshop Agenda (Afternoon Session)

Time	Stream 1	Stream 2	Stream 3	Timing
1.30-3pm	<p>The Xero Platform & Xero reporting We will deep dive into the full Xero platform, showing you the efficiency gains that you achieve by being on a single ledger. This session will cover a full end to end workflow to generate a set of annual accounts, with tips & tricks along the way. We will also look at best practice workpapers, practice management and deep dive into Xero reporting functionality Marney Price</p>	<p>The MYOB Platform & MYOB reporting We will deep dive into the full MYOB platform, showing you the efficiency gains that you achieve by being on MYOB. This session will cover a full end to end workflow to generate a set of annual accounts, with tips & tricks along the way. We will also look at best practice workpapers, practice management and deep dive into MYOB reporting functionality Laura Mason</p>	<p>Quickbooks Online This session will cover the basics for QB online, including workflow, client management and functions, tips & tricks and product overview. Akae Beach</p>	90 mins
3-4pm	<p>Training your clients on Xero Training your clients on Xero is one of the hardest things to do. In this session we will show you some tried and tested methods to ensure that your clients are getting the most from the software, but also to make your life easier when engaging in work for your client. We will provide you with a template training plan to use with your clients Emma Crawford-Falekaono</p>	<p>Training your clients on MYOB Training your clients on MYOB is one of the hardest things to do. In this session we will show you some tried and tested methods to ensure that your clients are getting the most from the software, but also to make your life easier when engaging in work for your client. We will provide you with a template training plan to use with your clients Laura Mason</p>	<p>Training your clients on Quickbooks Online. Training your clients on Quickbooks is one of the hardest things to do. In this session we will show you some tried and tested methods to ensure that your clients are getting the most from the software, but also to make your life easier when engaging in work for your client. Akae Beach</p>	60 mins
4-5pm	<p>Xero Q&A session Ask Emma & Marney anything</p>	<p>MYOB Q&A session Ask Laura anything</p>	<p>QB Q&A session Ask Akae anything</p>	60 mins