



## MYOB

Use MYOB to manage your bookkeeping. Incorporating practice and theory, this course gives a hands-on look at the accounting package MYOB. Ideal for the small business owner, this course covers the day to day transactions encountered in a small business and how to set up MYOB to computerise the bookkeeping tasks in your office.

### Designed for

This fast-track course is suitable for anyone interested in working with MYOB in an office or managing the bookkeeping tasks as a Small Business Administrator.

### Course outcomes & benefits

You will learn to enter most of the routine MYOB tasks encountered while working in an office and learn to convert a manual bookkeeping system to MYOB computerised system. This course does not include Payroll.

### Course content

- MYOB - Overview and its Applicability
- Getting Started
- Sales and Accounts Receivable
- Customising Your Data File
- Purchases and Accounts Payable
- Working With Inventory
- Using Cheque Book
- Reconciliations
- MYOB And The GST
- Business Activity Statement
- Reports
- Year End Procedures
- Customising and securing your Data file

### Duration & course dates

2 days            06 & 07 April or 25 & 26 June  
                         17 & 18 August or 12 & 13 November

### Investment

\$725

### Assessment

There is no assessment on this course.

### Location

Level 2, 12-22 Rothschild Avenue, Rosebery NSW 2018

Program code MYO

# LEARN4LIFE

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