

COURSE DESCRIPTION

The MYOB course runs for 9 weeks.

The aim of this course is to acquaint participants with the basics of MYOB..

This includes how to computerise the bookwork to account for your business finances in the form of income and expense, your invoicing, inventory of your business and GST



COMPUTERISED ACCOUNTING USING MYOB

68 MILL PARK DRIVE MILLPARK

9404 4565

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Mill Park
COMMUNITY HOUSE



Course Outline

- Start, navigation around, and exit *MYOB*
- Use *MYOB* help system to obtain assistance
- Create a new company
- Modify a chart of accounts to suit specific business needs
- Enter account balances into a new company file
- Enter historical balances
- Enter customer and supplier detail
- Setup inventory for a new company
- Make purchases
- Make sales to customers
- Dal with complex invoicing
- Record customer payments

- Write cheques to make payments
- Perform a bank reconciliation
- Produce a variety of business reports
- GST

MATERIALS

All course Materials required will be given on the first session

COURSE TIMES

The M.Y.O.B. Course runs on:

Monday evening: 6.30pm—
9.00pm

COURSE PAYMENTS:

Payment for this course is to be made on enrolment.

Fees: Full Fee-	\$135.00
Concession-	\$125.00

ENROLMENTS

For Enrolment or further
Information please contact

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