



MYOB

End of Period Reconciliation and BAS

business2basix is a locally owned organisation dedicated to training people in the use of book keeping software, particularly MYOB. All of our courses are held at our training facility at Thebarton, SA with easy access to public transport and parking.

Course sizes are kept small (maximum of 10 people) and conducted by a qualified accountant and MYOB instructor.

We offer a variety of courses in order to ensure that you will get the experience that's most suited to your needs. The course fee for **MYOB – End of Period Reconciliation and BAS** includes the official MYOB training book.

Learn how to reconcile your MYOB company file and prepare for periodic end-of-year reporting. This course includes completing your BAS using BASlink, correcting data imbalances, reconciling GST and superannuation and preparing data for your accountant.

Who should attend?

- This course is relevant to all businesses. It will assist anyone who needs to perform periodic reconciliation functions using MYOB accounting software.

Requirements

- Basic PC experience will be required
- Knowledge from MYOB – Day-to-Day Processes is required (for required training in MYOB, please refer to our other courses)

Course Content

- Find and fix imbalances when reconciling your bank account
- Reviewing your financial reports
- Reconciling your accounts receivables, accounts payables and inventory
- Starting a new financial and payroll year
- Reviewing and reconciling payroll information – PAYG & Superannuation
- Providing information to your accountant via MYOB
- Reconciling your GST Control Accounts
- Generating and customising reports in MYOB
- Completing your BAS using BASlink
- Backing up, restoring and optimising your company file

Duration: 1 day, 9.30am – 4.30pm

Cost: \$329.00