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## MYOB Setting Up

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 – Setting Up** includes the official MYOB training book.

Get up and running properly with MYOB. Learn how to set up all relevant accounts, tax codes, card files and inventory systems correctly. Learn how to migrate existing accounts into MYOB, back up and recover data files.

### Who should attend?

- Anyone new to MYOB how would like to learn the best way to set up their company file either for a new or an existing business
- Anyone who would like to understand the structure of an existing company file and ensure that it is set up correctly for the most efficient use of software

### Requirements

- Basic PC experience will be required
- No prior MYOB experience is necessary

### Course Content

- Introduction to basic accounting terminology
- Creation of information cards for customers, suppliers and employee records
- Navigation within MYOB Accounting
- Setting up inventory & service items
- Creation of a new company file for your business
- Setting up a list of accounts
- Setting up tax codes
- Entering opening balances & bringing existing accounts into MYOB
- Backing up & restoring company files

**Duration: 1 day, 9.30am – 4.30pm**

**Cost: \$299.00**