

MYOB

Setting Up

business2BASIX is a business dedicated to training people in the use of bookkeeping software, particularly MYOB.

All of our courses are held at Grange. Courses are run in small groups (maximum of 4) and led by a qualified MYOB instructor.

The following is a summary of the courses that we run and their contents, so that you can choose the course or courses that meet your needs.

(Please note: a MYOB training book is included in the course fee).

Who should attend

- Anyone new to MYOB who wants to learn the best way to set up their company file from the outset
- Anyone who wants to understand the structure of an existing company file and check that it is set up correctly to ensure efficiency of their software

Prerequisites

- Basic PC experience required
- No prior MYOB experience is assumed

Course Content

- Introduction to basic accounting terminology
- Create information cards for customer, supplier & employee records
- Navigate within MYOB Accounting
- Set up inventory & service items
- Create a new company file for your business
- Set up a list of accounts
- Set up tax codes
- Enter opening balances & bring existing accounts into MYOB
- Back up & restore company files

Get up and running properly with MYOB. Learn how to set up all the relevant accounts, tax codes, card files and inventory items correctly. Also learn how to migrate existing accounts into MYOB, backup and recover data files.

Duration: 1 day, 9.30am - 4:30pm

Cost: \$165.00

MYOB

Day-to-Day Processes

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Designed to give you a working knowledge of the essential business processes using MYOB business management software, this course will take you from entering sales and purchases right through to reconciling the bank account.

Who should attend

Anyone who has already set up their MYOB company file and wants to learn how to use the MYOB business management software for basic day-to-day processing.

Prerequisites

- Basic PC experience required
- Basic MYOB experience is assumed

Course Content

- Create customer quotes, orders & invoices
- Record supplier payments
- Record money received & spent
- Process customer payments
- Deal with petty cash
- Create adjustment notes for sales returns
- Prepare & print bank deposits
- Create supplier quotes, purchase orders & bills
- Complete a bank reconciliation

Duration: 1 day, 9.30am - 4:30pm

Cost: \$165.00

MYOB

Payroll Management

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(Please note: a MYOB training book is included in the course fee).

Who should attend

Anyone using or considering the payroll function within their MYOB software.

Prerequisites

- Basic PC experience required
- Knowledge from the 'Advanced processes: beyond day-to-day' course is required

Course Content

- Set up payroll
 - Load Tax Tables
 - Link Payroll Accounts
 - Enter general payroll information
 - User access and payroll restrictions
- Reconcile Payroll information periodically
- PAYG and Superannuation
- Print payslips
- Pay employees electronically
- Manage your annual leave and sick leave accruals
- Enter employee payroll details
- Manage your superannuation obligations
- Customise payroll categories
- Process end of payroll year activities including payment summaries
- Process pay runs
- Start a new payroll year
- Process adjustments to correct Payroll errors

Learn how to set up your payroll and process your employee pay runs. We cover customising payroll categories, loading tax tables, making adjustments, doing reconciliations, managing superannuation and producing end of year payment summaries.

Duration: 1 day, 9.30am - 4:30pm

Cost: \$165.00

MYOB Training Registration



STUDENTspecial

- To register, please:
- ✓ tick in column the course/s you wish to attend.
 - ✓ write dates you wish to attend course(s).
 - ✓ fill in your details.

Please return your form by post:

training2LEARN, PO Box 7205 West Lakes 5021 OR Fax 8356 5583 OR Email admin@bb3x.com.au

✓				
Setting Up		1 day	December: Wed, 2 & 9	\$165
Day to Day Processes		1 day	December: Thursday, 3 & 10	\$165
Advanced Processes: beyond day-to-day		1 day	<i>available</i> - enquiries via email	T.B.A
End of period reconciliation and BAS		1 day	<i>available</i> - enquiries via email	T.B.A
Payroll Management		1 day	December: Tuesday, 8 & 15	\$165
Inventory Management		1 day	<i>available</i> - enquiries via email	T.B.A
MYOB Bookkeeping for Beginners		4 days	<i>available</i> - enquiries via email	T.B.A

✓ Selected dates: December

Customer/Student Details

Name _____

Address _____

Post code _____ Phone _____ Mobile _____

Fax _____ Email _____

PLEASE NOTE

Location: All courses will be held at Grange.

Course Time: 9.30am to 4.30pm - more details on separate course information sheets.

Payment: All course fees must be paid to Business2BASIX before the commencement of the course. An invoice will be sent to you soon with details of how to pay.