

# MYOB Short Courses

*“Training courses that enhance your potential”*

## About the Trainer

As a bookkeeper for over 20 years, I have had much experience with manual and then computerised accounting systems. With the introduction of GST in 2000, many people were forced to commit to the changover to computers, and therefore the bookkeeping industry blossomed.

Unfortunately, not many people get the correct training in the system they are operating and therefore many mistakes are caused.

Over the years I have worked with Quick-Books, CashBooks and MYOB Accounting, Accounting Plus and Premier. I have since become an MYOB Certified Consultant.

Throughout my career I have come across some very interesting, if not downright dangerous practices from people claiming to be bookkeepers. I found myself training not only clients, but their staff members in the correct procedures and methods to use in MYOB.

I was approached by several training organisations to teach MYOB to beginners and the unemployed and over the past two years have been doing so successfully. Most of my students have requested further training but until now we have not had the facilities to cater for the demand.

My object is to break MYOB down into manageable classes for Beginners (no skill), Intermediate (some skill) and Advanced (knowledgeable) allowing students to absorb as much information as they can without being inundated.

Annette Liotta

## About the Courses

These days, you will struggle to find a job advertisement in the financial or administration industry without seeing the words “MYOB experience preferred/required”. So what is MYOB?

In simple terms, MYOB is a software program created for the purpose of business management. It’s various features allow for the management of company accounts, purchases and sales, the monitoring of debtors, creditors and Inventory, and the fulfilment of BAS and GST obligations.

One program that does all that? No wonder people with MYOB experience are so highly sought after.

That’s where we come in...

Our MYOB Short Courses are ideal for anyone managing a business, planning to start one or simply seeking skills to advance in the workplace. All courses are conducted by a MYOB Certified Consultant and Qualified trainer. Each class offers a hands-on approach to learning and all exercises are designed to apply relevant skills and knowledge by allowing participants to work through real-life examples and scenarios.

Classes are small to ensure maximum attainment, are self-paced, can be studied at a variety of levels and most of all...

They are FUN!

There are no pre-requisites and no cancellations due to lack of numbers, so what are you waiting for?

Add a MYOB Short Course by EXECAid to your resume today!

## MYOB for Beginners

Designed for participants with no experience in MYOB, we aim to provide you with the skills, knowledge and confidence required to navigate and operate MYOB accurately.

### Outline:

- Basic Accounting Terminology
- MYOB Basic Navigation
- Creating a Company File
- Create & Modify the Accounts List
- Setting up Customer Cards
- Setting up Supplier Cards
- Purchasing/ Paying Bills
- Sales/ Invoicing/ Receiving Payments
- Cheques
- Bank Reconciliations
- Basic Reports

## MYOB Intermediate

Designed for participants with a basic understanding of MYOB, we aim to further enhance your skills and take your knowledge of MYOB to the next level.

### Outline:

- Create a new company file
- Modify the Accounts List
- Set up Tax Codes
- Enter Opening Balances
- Enter Historical Sales
- Enter Historical Purchases
- Handling Returns & Credits
- Using Customer Cards
- Using Supplier Cards
- Set up Inventory Items
- Set up & Handle Petty Cash
- Credit Card & POS
- Backing up & Restoring Files
- EOM & EFY Reports
- BASlink

## MYOB Advanced

Designed for participants with a working knowledge of MYOB, we will explore MYOB's hidden Features and learn some Shortcuts and tricks of the trade!

### Outline:

- Handling Irregular Sales Transactions
- Handling Irregular Purchases Transactions
- Handling Irregular Banking Transactions
- Security Preferences
- Customising Forms and Invoices
- Recording Customised Information
- Creating Personalised Letters
- Card File Management
- Using Jobs
- Using Categories
- Recurring Transactions
- Using the To-Do List
- M-Powered Services
- Using the Audit Trail

## MYOB Payroll

Designed for participants with basic MYOB experience, this course aims to provide you with the knowledge to set up and use the features of MYOB payroll.

### Outline:

- Set up Payroll
- Enter Payroll information
- Set up Employee Cards
- Customise Payroll Categories
- Process Pay Runs
- Process adjustments to correct errors
- Reconcile PAYG & Super
- Print Payslips
- Process Payment Summaries
- Start a New Payroll Year

## All Courses Include:

- A Certificate of Completion
- A Manual
- An MYOB Test Drive CD
- 3 Months Email Support
- A Gift Bag of MYOB Goodies!

## Pricing & Duration

MYOB for Beginners  
\$350.00 (inc GST)  
2 days (9.30am—3.30pm)  
4 Evenings (6.00pm—9.00pm)

MYOB Intermediate  
\$350.00 (inc GST)  
2 days (9.30am—3.30pm)  
4 Evenings (6.00pm—9.00pm)

MYOB Advanced  
\$350.00 (inc GST)  
2 days (9.30am—3.30pm)  
4 Evenings (6.00pm—9.00pm)

MYOB Payroll  
\$280.00 (inc GST)  
1 day (9.30am—3.30pm)  
2 Evenings (6.00pm—9.00pm)

\*Weekend Courses  
on Request

## Contact Information

For more information or to book, please contact us at  
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*"Your Goal is Our Goal"*