

MYOB in a Day & MYOB Advanced

Presented by

hoad

BUSINESS DEVELOPMENT

*Take advantage of
MYOB Classroom
training by
Hoad Business
Development*

*Participants supply
their own laptop.
Training manual and
catering provided.*

*Learn data entry
from the beginning
through to BAS.
Then learn advanced
features*

Contact details:

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Our courses are written and delivered by MYOB Certified Consultant of 9 years, Bryce Hoad. Training is held in the conference room at Innisfail RSL.

Bryce worked in an accounting firm for 5 years and has been helping clients improve their businesses for 15.

MYOB in a Day

Introduction to Accounting
Understanding the Accounts Lists
Tax codes
Writing Cheques
Making Deposits
Recurring Transactions
Bank Reconciliation
File Management
Sales
Recording Customer Payments
Undeposited Funds
Purchases
Recording Supplier Payments
Checking your work
Company Data Auditor
Setting up and using BASLink

MYOB Advanced

Writing off Bad Debts.
Processing Debit/Credit Notes
Security & Audit Trail Tracking
File Maintenance
Customising Invoices
Fuel Tax Credits
Payroll (set up & processing)
Budgets in MYOB
Job Management
User IDs and Passwords
End of Year Adjustments - Align
MYOB to the final Trial Balance
Reconciling Debtors & Creditors
Advanced searching
Troubleshooting

Venue: Innisfail RSL.
Time: 9:00am to 4:00pm.
When: Call / email for upcoming dates.
Cost: \$300 per course - payment due at booking.
Book into both & pay \$200 for the 2nd.

MYOB®

Certified Consultant

To book:

Send your name, contact no. & business name to
Bryce@hoadbd.com.au or call 0407177915.