



# TRAINING WORKSHOPS

**Learn the latest version MYOB in a single day**

**INNOVATIVE - INFORMATIVE - PRACTICAL**

### WHAT ARE TRAINING WORKSHOPS?

Time is precious in small business so, in just one day, we can provide you with a sound working knowledge of MYOB accounting software. Our innovative workshops have been specially developed to offer all the benefits of hands-on classroom training, but without an intimidating PC struggle. These big-screen entertaining, informative presentations are guaranteed to allow you to learn more... in less time. And they really work!

Our MYOB Certified Consultants and MYOB Trainers have been successfully conducting these MYOB workshops throughout Australia. We will demonstrate the optimum use of the latest MYOB software and provide valuable advice and lots of helpful hints.

Everyone receives an easy-to-follow reference manual that covers everything contained in the workshop and is packed with time-saving tips and practical advice. Also included is a disk-based tutorial exercise to take away with you plus, of course, a Certificate of Completion.

### WHAT OTHERS SAY ABOUT THE WORKSHOPS

"Learnt things I didn't know and I'd been using MYOB for years." - *Bluewater Electronics – Port Douglas, QLD*

"As usual, presentation was extremely professional, I always learn something new." - *Coffs Harbour Family Day Care Scheme – Coffs Harbour NSW*

**UNLOCK THE FULL POWER OF MYOB...  
FOR BETTER BUSINESS MANAGEMENT**

### WHAT OPTIONS ARE AVAILABLE?

#### 1. LEARN MYOB IN A DAY

A comprehensive one-day course covering all the important concepts. Suitable for users of the latest versions of MYOB FirstAccounts, MYOB Accounting & Accounting Plus and MYOB Premier. You'll learn how to correctly set up MYOB and use it to process all transactions, how to manage GST and how to complete your BAS. You will also learn how to quickly set up and operate MYOB's integrated payroll system.

#### 2. MYOB ADVANCED

A supplementary one-day course covering the enhanced features of MYOB Accounting Plus and MYOB Premier Accounting incl. Inventory, Time Billing, Job Costing etc.

Some of the topics of covered in the two courses.

Workshop Content	Learn MYOB in a Day	MYOB Advanced
Accounting Basics	✓	
MYOB Setup	✓	
Sales, Quotes & Invoicing	✓	
Managing Receivables	✓	
Purchases & Bills	✓	
Managing Payables	✓	
Banking, Petty Cash & Credit Cards	✓	
Managing GST & BAS	✓	
Using the Payroll System	✓	
Database Management		✓
Using MYOB OfficeLink		✓
Job Numbers/Job Costing		✓
Budgets/Financial Analysis		✓
End-of-Year Procedures		✓
Electronic Banking		✓
Data Import & Export		✓
Customised Invoices etc		✓
Inventory Management		✓

