

AccountCom delivers a range of workshops and group training sessions to both the public and business sectors, which suit both beginners and advanced users.

Our workshops consist of a one-day training presentation in which the correct operations of MYOB are explained. In just one day we will provide you with the practical working knowledge of the MYOB accounting software. Each workshop is conducted by one of our staff who will demonstrate and provide you with valuable advice and helpful tips throughout the day.

Lunch/Morning & Afternoon tea provided

On completion of the workshop each attendee receives;

- a professionally bound reference manual with
- a tutorial disk
- a certificate of completion

Seats are limited to 8 per class.

We look forward to training you.

AccountCom Pty Ltd

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MYOB Training Information Package

Setting Up

Monday Session 9.00 am to 1.00 pm

Classroom Training

Course description

This course is for new users of MYOB accounting software who wish to set up their business files correctly. Participants will learn how to set up a company file for their company and how to set up the relevant accounts, tax codes, and card files.

Target audience

This course is aimed at the following groups of people:

- Those new to MYOB accounting software about to set up a company file for the first time.
- Those who have some knowledge/experience with MYOB accounting software but want to better understand how the company file is actually set up, and be able to check that theirs is set up correctly.

Learning outcomes

As a result of completing the course, participants should be able to:

- Navigate within MYOB Accounting
- Create a new company file for their business
- Transfer all of their key financial information across into MYOB accounting software to create a company file.
- Set up the Accounts List
- Create cards for customer, supplier and employee records
- Enter opening and historical balances
- Perform an Initial Bank Reconciliation
- Back up and restore company files

Prerequisites

- Basic PC experience is required.
- No prior MYOB experience is assume

Every Day Processes

Tuesday Session

9.00 am to 5.00pm

Classroom Training

Course description

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.

Target audience

People who have already set up their MYOB company file and want to learn how to use the MYOB business management software for basic day-to-day processing.

Learning outcomes

- Create customer quotes, orders and invoices
- Process customer payments
- Create adjustment notes for sales returns
- Create supplier quotes, purchase orders and bills
- Record supplier payments
- Record money received and spent
- Recurring Transactions
- Complete a bank reconciliation
- Customising forms

Payroll

Wednesday Session

9.00 am to 5.00pm

Classroom Training

Course description

This course is intended for people who wish to learn how to set up and use the payroll features in MYOB Accounting Plus. This course is designed for participants who have a basic knowledge of MYOB and how it works.

About the course:

This course aims to increase your productivity by providing the skills and knowledge to use the payroll features of MYOB Version Accounting Plus. It takes the learner through setting up MYOB for payroll, entering employee details, conduction manual and electronic pay runs, and managing entitlements.

Learning outcomes

Upon successful completion of this course, participants will be able to:

- setup MYOB Accounting Plus for payroll
- add employee payroll details in MYOB
- conduct pay runs in MYOB
- create, modify and pay employee entitlements
- display payroll information and generate reports

Enrolment Form

I wish to enrol in;

October 2009 Sessions

November 2009 Sessions

February 2010 Session

Setting Up

Monday Session

9.00 am to 1.00pm \$150 (ex gst)

Basics

Tuesday Session

9.00 am to 5.00pm \$300 (ex gst)

Payroll

Wednesday Session

9.00 am to 5.00pm \$300 (ex gst)

Venue- Abbey Room Monte Pio New England Hwy Rutherford

Please use block letters

Company Name;

Address;

Phone: Fax;

Email;

Attendees information

Name (1).....

Name (2).....

Name (3).....

Invoice required yes/no (please circle)

Payment is required on booking.

Payment methods - Mastercard/Visa, Billpay and direct credit

Please fax completed form to; 0249346741 or email to colleen@accountcom.com.au