



SITE LICENSED PROVIDER

MYOB

Utilising Premier 10, Version 17

The course aims to give you the fundamental skills and knowledge you need to process day to day transactions accurately and efficiently using MYOB accounting software. In this course you will learn, how to record financial data and transactions on a day-to-day basis.

Murray House Resource Centre has tailored this course against National Competency Standards in Business Services II (BSBFIA303A)

This is a two-day course especially designed for people wanting to rejoin the workforce, small business owners and for current operators requiring MYOB accreditation.

Time: 9am to 3pm both days

Cost: \$260.00

Support Materials: All participants will receive a MYOB manual and Training disc on course completion to maintain and practice their newly gained proficiencies.

Special Needs: Courses can be tailored to suit individual requirements. Please advise prior to the commencement date to enable our trainers time for modifications.

Key Topics:

- Customising a company file
- Processing Sales
- Customising & Printing Invoices & Forms
- Recording Customer Payments
- Adjusting invoices
- Purchasing from Suppliers
- Recording Supplier Payments
- Bank Reconciliation
- Creating Reports

A Statement of Attainment or a Participation Certificate
will be issued upon completion

Murray House Resource Centre

Registered Training Organisation # 2068