



BSBFIA303 PROCESS ACCOUNTS PAYABLE & RECEIVABLE

Nationally Accredited Training

This course aims to give you the fundamental skills and knowledge you need to process day to day transactions accurately and effectively. It applies to individuals employed in a range of work environments supporting the accounting functions and aspects of an enterprise.

They may provide administrative support within an enterprise, or may be members of staff who have been delegated accounting responsibilities. It is a simulated office environment and resources will be available. All evidence will be kept via e-records.

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

Key Topics:

- ❖ Key legislation, codes of practice
- ❖ Customizing & printing Invoices & Forms
- ❖ Recording customer payments
- ❖ Adjusting invoices
- ❖ Purchasing from suppliers
- ❖ Recording supplier payments
- ❖ Bank reconciliation
- ❖ Creating reports

On enrolment, a course confirmation and student handbook will be emailed out to you.

COURSE TIMES 9AM TO 3PM
RESOURCES SUPPLIED
PRACTISE MANUAL AND CD
INCLUDED

MYOB (EDUCATIONAL PARTNER)
UTILISING PREMIER 10 VERSION 19

TRAINING INCLUDES USING A
SIMPLE SOFTWARE PACKAGE

CONVERT YOUR MANUAL
PROCESSES TO AUTOMATIC

INFORMATION PRODUCED
WILL HELP ANALYSE BUSINESS
PERFORMANCE AND SUPPORT
CASH FLOW

STREAMLINE YOUR DAILY
ACCOUNTING

MURRAY HOUSE RESOURCE
CENTRE

Registered Training Organisation #2068



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