

BSBFIA303 Process Accounts Payable & Receivable

Utilising MYOB

9.00 am – 3.00 pm

This two day 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. 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.

Key Topics:

- Maintain financial journal systems
- Prepare bank reconciliations
- Maintain accounts payable and accounts receivable systems
- Process payments for accounts payable
- Prepare statements for accounts receivable
- Follow up outstanding accounts
- Creating Reports

A Statement of Attainment will be issued upon successful completion