



Youngs Business College

MYOB Training

**Program 1:
MYOB Accounting, Accounting Plus,
Premier**
2 day program

**Program 2:
MYOB Accounting, Accounting Plus,
Premier and Payroll**
3 day program

These courses are intended for people who wish to learn how to use the popular MYOB accounting package.

Participants will learn to set up company files including chart of accounts, employee database and some specialized reporting.

Call us on: **03 9600 0866** or

Email abc@youngsbusinesscollege.com.au

Level 5, 461 Bourke Street
Melbourne VIC 3000
ABN 25 00 471 7878

Check our website for details:
www.youngsbusinesscollege.com.au

PROGRAM 1:

MYOB Accounting, Accounting Plus, Premier

MYOB Accounting Plus or Premier is one of the main computerised accounting packages popular both in Australia and world wide.

This course is intended for those who wish to learn how to use the MYOB accounting package to set up a chart of accounts and generally operate small business accounts.

You will learn how to:

- Create invoices
- Purchase orders
- Manage inventory
- Deal with GST
- Complete a BAS

It is designed for participants with little or no knowledge of MYOB software. Learning takes place using a real world case study. The case study involves computerising the company's accounts using MYOB version 18.

Each student will receive:

- Certificate of completion
- MYOB Accounting training manual

Duration: 2 Day program

Dates: Courses held regularly

Value: All this for * **\$396**

PROGRAM 1:

LEARNING OUTCOMES:

- Navigate through MYOB
- Create a new company file
- Modify a chart of accounts to suit specific business needs
- Enter account opening balances
- Enter historical balances for customers and suppliers
- Enter customer and supplier details into MYOB's card file
- Set up inventory for a new company file
- Make purchases from suppliers
- Pay for purchases that have been made from suppliers including writing cheques
- Make sales to customers
- Deal with complex invoicing matters
- Record customer payments
- Work with inventory on a day to day basis
- Perform a bank reconciliation
- Produce a variety of business related reports
- Understand how MYOB is used to track Goods & Services Tax (GST)
- Use MYOB's BASlink to produce to a Business Activity Statement (BAS)

BENEFITS:

- Small Class Sizes
- Practical Training
- Reference Workbook Included

* prices as of July 1, 2010 © Youngs Business College 2010

PROGRAM 2:

MYOB Accounting, Accounting Plus, Premier and Payroll

MYOB Accounting is one of the main computerized accounting packages popular both in Australia and world wide.

This course is intended for those with little or no knowledge of MYOB software who wish to learn how to use MYOB Accounting Plus, Premier and Payroll.

You will learn how to:

- Create invoices
- Purchase orders
- Manage inventory
- Deal with GST
- Complete a BAS
- Operate a payroll system
- Carry out a pay run
- Generate payroll reports
- Complete monthly, quarterly & annual payroll obligations

Each student will receive:

- Certificate of completion
- MYOB Accounting training manual

Duration: 3 Day program

Dates: Courses held regularly

Value: All this for * **\$572**

* prices as of July 1, 2010 © Youngs Business College 2010

PROGRAM 2:

Learning Outcomes for MYOB Accounting, Accounting Plus, Premier:

- Navigate through MYOB
- Create a new company file
- Modify a chart of accounts to suit specific business needs
- Enter account opening balances
- Enter historical balances for customers and suppliers
- Enter customer and supplier details into MYOB's card file
- Set up inventory for a new company file
- Make purchases from suppliers
- Pay for purchases that have been made from suppliers including writing cheques
- Make sales to customers
- Deal with complex invoicing matters
- Record customer payments
- Work with inventory on a day to day basis
- Perform a bank reconciliation
- Produce a variety of business related reports
- Understand how MYOB is used to track Goods & Services Tax (GST)
- Use MYOB's BASlink to produce a Business Activity Statement (BAS)

It's time to get in some useful training!



PROGRAM 2:

Learning Outcomes for MYOB Payroll:

- Set up MYOB Accounting Plus for payroll
- Add employee payroll details in MYOB
- Conduct a pay run
- Create modify and pay employee entitlements
- Use timesheets facility in MYOB
- Display payroll information and generate reports
- Fulfil end of month, end of quarter and end of year payroll obligations

BENEFITS:

- Small Class Sizes
- Practical Training
- Reference Workbook Included

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