

MYOB

Advanced Features & Payroll, BAS & GST

Intermediate to Advanced Levels

CORRESPONDENCE COURSE

"For all your Financial Training Needs"



Beancounter Australia

ABN: 43 096 819 011

MYOB

Certified Consultant

DARWIN OFFICE

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16 Charlton Court
WOOLNER NT 0820

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**Chamber of
Commerce**
NORTHERN TERRITORY

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181-183 Forest Road
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Beancounter Australia

MYOB

Certified Consultant

Advanced Solutions

Intermediate to Advanced Users—Behind the Scenes, Advanced Payroll, BAS & GST

Duration: 6—12 Months **Correspondence** Course

Course Description:

This course will give you a working appreciation and understanding of all the behind the scene features of MYOB whilst incorporating in-depth Payroll Processing and End-of-year Completion. You must have used MYOB for at least 6 months to be able to enrol in this course as it is designed for Intermediate to Advanced Users ONLY. We will supply you with an EXCELLENT easy to read training manual that is yours to keep and continue working on after the course. This manual is also an excellent “refer back to” manual that will easily jog your memory.

Pre-Requisites:

Familiarity with computer functions and keyboard skills, access to a computer and Internet Connection. Minimum 6 months utilising the MYOB Programme or Accounting knowledge.

Learning Outcomes and Training Manual Components:

Create a Company File and the Accounts List; Cheque and Deposit Transactions; Customising MYOB, MYOB Preferences; Linked Accounts; Comments and Shipping Methods; Business Calendar; Full Formatting, Amending, Designing Reports; Batch Printing; Security Features including Passwords, Adding Passwords, Deleting Passwords; Customising Forms, Invoices, Importing and Exporting Data Files, Excel Reports, PDF Files; Working with your Accountant; Electronic Payments; Communicating with Customers via Cards and Contact Logs, Faxes, Emails and Personalised Letters; GST and BAS Features including Adding, Deleting Excess Tax Codes, Entering Export Sales, Credit Notes, Private Payments, Input Taxed Sales, Converting Orders to Purchases, Outstanding Transactions, BAS and GST Reports, BAS Links and Processing Liability for BAS; Creating Jobs, Reimbursable Expenses, Job Reporting, Category Turning On or Off and the Features of Categories; Budgets and Reporting; Quotations and Proposals; Creating, Deleting and Changing Quotations to Invoices; Housekeeping, Purging old Data, Viewing Transactions after Purging, Closed Bills, Optimisation of Data File, Restoring Backup Discs and Purging Closed Bills.

Payroll Component covers:

Employee Cards, Terminology, Payroll Categories, easy Setup Assistant, Entitlements, Deductions, Linked Accounts, Employer Expenses Categories, Employee Payroll Information, Casual Employees, Wages Setup, Superannuation Setup, Employee Deductions, Employer Expenses, PAYG Tax, Hourly Paid Employees, Salaried Employees, Paying Employees, WorkChoices, Timesheets Reporting, Edit Pays, Delete Pays, Processing Pays, Customising Payroll Forms, Electronic Payments, Cash Payment, Timesheet Adjustments, Payroll Advice Report, Category Transaction Reports, Superannuation Reports, Sick Leave, ROD, Holiday Pay, Overtime, Allowances, Bonuses and Commission, Leave Loading, Advances, Back Pay, Rebates, Contractors, Time Billing, Termination, End of Payroll Year, Balancing Accounts, Payment Summaries and Starting a New Payroll Year.

Investment: is **\$1095** including GST

A Certificate of Completion is awarded to participants who complete all modules successfully.

You can also use this course completion towards our **Certificate III in Financial Services** for Recognised Prior Learning in some modules.

Support and assistance with this course will be supplied by our Qualified Accredited trainers via email and will generally be responded to within 24-48 hours, Public Holidays excluded.

Please contact our office if you require more specific information about this course or simply complete the attached enrolment form to begin your studies and career path.

Darwin: Unit 5, 16 Charlton Court Woolner NT 0821 **Tel:** 61 8 8981 9050

Sydney: Level 2, 181-183 Forest Road Hurstville NSW 2220 **Tel:** 61 2 9579 3600

INVITATION TO REGISTER MYOB Advanced Features & Payroll, BAS & GST
CORRESPONDENCE

Name: Mr/Mrs/Ms/Miss _____
Surname Given Names

Home Address: _____
STATE CODE

Home Phone: _____ **Mobile:** _____

Email: _____

Business Name: _____

Postal Address: _____

Position Held: _____

Office Phone: _____ **Fax:** _____

ABN Number: _____

Course Payment Details	Course Investment is \$1095 including GST
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CHEQUE PAYMENTS PLEASE SEND TO:

THOMPSONS AUSTRALIA

PO Box 272

Hurstville NSW BC 1481

PLEASE DIRECT DEPOSIT TO:

Thompsons Australia

BSB: 112 879

Account: 057754612

CREDIT CARD PAYMENTS PLEASE COMPLETE BELOW:

Exact Name On Card: _____

Card Number: _____

Card Type: _____ **Expiry Date:** _____

CVC Number on reverse of Card—3 digits _____

Signature: _____

COURSE TERMS AND CONDITIONS

Should the course be cancelled by Beancounter Australia the total will be refunded.

Should the student decide to cancel full fees will be payable to Beancounter Australia. The Course must be completed on the student nominated classroom dates above.

No refund or extension of time are available after course materials have been issued.

No Accreditation Certificates will be issued or Assessments marking processed if the full course fee payment has not been received and cleared or as otherwise agreed in writing.

PLEASE complete the student profile sheet on the reverse and submit along with your enrolment form. This form will allow our Qualified Accredited Trainers to assist you in your studies.

I have read and I understand the above terms and conditions.

I wish to be booked into the above course.

Signature _____

Date _____

STUDENT PROFILE—PLEASE COMPLETE AND POST WITH YOUR ENROLMENT FORM
Advanced Features MYOB - CORRESPONDENCE

Do you have any Computer Experience? YES / NO _____

Please list software you can use

Do you have any Accounting / Bookkeeping knowledge? YES / NO _____

Please state what experience you have had (please provide as much detail as possible)

How did you hear about Beancounter Australia?

NT News / PDC / Yellow Pages / Friend/ Chamber of Commerce NT/ Palmerston Regional Business Association/ API Lifestyle/ ICB website/Yellow Pages Online/ Other – please specify _____

Have you received any “Accreditation” Certificates from other courses completed? If so, please list them including Accreditation Number and Course Name.

Is there anything else that you would like to tell us that will assist us with your training studies?

OFFICE USE ONLY:

Student Number Issued: _____

Invoice Number Issued: _____

Date Enrolment Received: _____

Enrolment Processed By: _____

Work Folder Sent: _____