

# MYOB

## The Whole Picture

*Beginners to Intermediate*

**CLASSROOM Based**

*"For all your Financial Training Needs"*



# Beancounter Australia

ABN: 43 096 819 011

### DARWIN OFFICE

Unit 5  
16 Charlton Court  
WOOLNER NT 0820

Ph: 08 8981 9050

Email  
training@beancounter123.com.au



Chamber of  
Commerce  
NORTHERN TERRITORY

### SYDNEY OFFICE

Level 2  
181-183 Forest Road  
HURSTVILLE NSW 2220

Ph: 02 9579 3600  
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# Beancounter Australia

**MYOB**

Certified Consultant

## Beginners to Intermediate The Whole Picture MYOB

**Duration:** 2 Full Days 8.45am to 5pm.

### **Course Description:**

This course will give you an appreciation and understanding of the full functionality of the MYOB program. You'll explore creating a file, entering data generally experienced in a business, using reports, payroll, inventory and preparation of the BAS.

All course workbooks will be supplied along with an MYOB Data File.

### **Pre-Requisites:**

Familiarity with computer functions and basic keyboard skills, access to a computer and Internet Connection

### **Learning Outcomes:**

- ◆ Brief Accounting Lesson
- ◆ The Chart of Accounts
- ◆ The Card File
- ◆ Receive Money
- ◆ Sales
- ◆ Purchases
- ◆ Reports
- ◆ Payroll
- ◆ Creating a new Data File
- ◆ Tax Codes and GST Accounts
- ◆ Spend Money
- ◆ Reconciling Accounts
- ◆ Customer Payments & Refunds
- ◆ Supplier Payments
- ◆ Inventory
- ◆ The Business Activity Statement Reports

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

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

Once this course is completed you can apply to sit for Accreditation in

*BSBADM309A Process Accounts Payable and Receivable*

*BSBADM308A Process Payroll*

This is a Nationally Recognised qualification. Exam Fees for each accreditation are \$190.00

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.

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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 The Whole Picture**  
**CLASSROOM**

I would like to enrol in Class Training being held on (Dates): \_\_\_\_\_

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: \_\_\_\_\_

**Course Payment Details**

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

CHEQUE PAYMENTS PLEASE SEND TO:

CREDIT CARD PAYMENTS PLEASE COMPLETE BELOW:

**THOMPSONS AUSTRALIA**

Exact Name On Card: \_\_\_\_\_

**PO Box 272**

Card Number: \_\_\_\_\_

**Hurstville NSW BC 1481**

Card Type: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

PLEASE DIRECT DEPOSIT TO:

**CVC Number on reverse of Card—3 digits** \_\_\_\_\_

**Thompsons Australia**

**BSB: 112 879**

**Account: 057754612**

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. 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**  
**MYOB - The Whole Picture - CLASSROOM**

Do you have any Computer Experience? YES / NO \_\_\_\_\_

Please list software you can use

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Do you have any Accounting / Bookkeeping knowledge? YES / NO \_\_\_\_\_

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

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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 \_\_\_\_\_

SPECIAL NOTE: We supply standard lunch and refreshments for the duration of the course, however, if you have any special dietary needs, please bring your own.

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

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

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**OFFICE USE ONLY:**

Student Number Issued: \_\_\_\_\_ Invoice Number Issued: \_\_\_\_\_

Date Enrolment Received: \_\_\_\_\_

Enrolment Processed By: \_\_\_\_\_ Confirmation Letter Sent: \_\_\_\_\_