

# MYOB

## The Whole Picture

*Beginners to Intermediate*

**CORRESPONDENCE COURSE**

*"For all your Financial Training Needs"*



# Beancounter Australia

ABN: 43 096 819 011

**MYOB**

Certified Consultant

### DARWIN OFFICE

Unit 5  
16 Charlton Court  
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Ph: 08 8981 9050

Email  
training@beancounter123.com.au



**Chamber of  
Commerce**  
NORTHERN TERRITORY

### SYDNEY OFFICE

Level 2  
181-183 Forest Road  
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**MYOB**

Certified Consultant

## Beginners to Intermediate

The Whole Picture MYOB

**Duration:** 4-6 Months **Correspondence**

### **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 and also a Trial Version of MYOB Accounting program.

### **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.

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



**STUDENT PROFILE—PLEASE COMPLETE AND POST WITH YOUR ENROLMENT FORM**

**MYOB - The Whole Picture - Correspondence**

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 \_\_\_\_\_

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: \_\_\_\_\_ Information Pack 1 Sent: \_\_\_\_\_