

MYOB

End of Year and Period Reconciliations

CLASSROOM Based

"For all your Financial Training Needs"



Beancounter Australia

ABN: 43 096 819 011

MYOB

Certified Consultant

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

Fax: 02 9570 7497

Email

training@beancounter123.com.au



MYOB End of Period and Year Reconciliations

Duration: *CLASSROOM* - 1 Full Day 8.45am to 5pm

Course Description:

This course will give you an appreciation and understanding of how to reconcile your MYOB Company file and prepare regular reporting, end of year reporting, BAS and BASLinks feature and all associated tasks involved with closing off company files.

All course materials and workbooks will be supplied.

Pre-Requisites:

Familiarity with computer functions and basic keyboard skills, access to a computer and Internet connection, understanding of the MYOB Accounting programme.

Learning Outcomes:

- ◆ Find and Fix imbalances when reconciling your bank account
- ◆ Reconcile Accounts Receivables, Payables and Inventory
- ◆ Review and Reconcile Payroll information—including PAYG and Superannuation
- ◆ Reconcile your GST Control Accounts
- ◆ Complete your BAS using BASLink
- ◆ Review your Financial Reports
- ◆ Start a new Financial Year and Payroll Year
- ◆ Provide information to your Accountant via MYOB
- ◆ Generate and customise reports in MYOB
- ◆ Backup, Restore and Optimise your Company file

Investment: is **\$595** including GST

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

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.

INVITATION TO REGISTER MYOB End of Period & Year Reconciliations
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: _____

ABN: _____

Course Payment Details

Course Investment is \$595 including GST

CHEQUE PAYMENTS PLS SEND TO:

CREDIT CARD PAYMENTS PLS 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. The Course must be completed on the student nominated classroom dates above.
No refund or extension of time is 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 - End of Period & Year Reconciliations - CLASSROOM

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 _____

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 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: _____

Confirmation Letter Sent: _____