

## MYOB Training

### ADVANCED PROCESSES

| COURSE TITLE       | WHO SHOULD ATTEND   | COURSE CONTENT   | HOW OFTEN | DURATION              |
|--------------------|---|--|-----------|-----------------------|
| Advanced Processes | Anyone who is already working with MYOB business management software on a daily basis and wants to learn how to get the most out of it. | <ul style="list-style-type: none"> <li>• Set up user profiles and passwords to restrict staff access</li> <li>• Group and track data using jobs and categories for better profitability reporting</li> <li>• Use recurring transactions to speed up your data entry</li> <li>• Use the To Do List to remind you of expiring discounts</li> <li>• Deal with irregular transactions such as customer overpayments, bounced and stale cheques</li> <li>• Troubleshoot difficult transactions such as rejected electronic payments and out-of-balance bank reconciliations</li> <li>• Prepare electronic payments to use with external banking software</li> <li>• Process payments directly from your MYOB business management software via direct internet link</li> <li>• Customise invoices and other forms to match your business stationery</li> <li>• Record extra customer information that is meaningful to your business</li> <li>• Use the mail merge feature to automatically generate personalised letters</li> </ul> | Monthly   | 2 x Half days (8 hrs) |

CMACS

## MYOB Training

**How much?** See current price list

**When?** Monthly

**Where?** Byards Community Centre 37 Byards Road Happy Valley

TO INQUIRE OR ENROL PLEASE CALL CHRIS ON **0409 925 963**

**\*\*\* ENROLMENTS CLOSE – TO BE ADVISED**