

# CMACS Accounting Services

## MYOB Training

### DAY TO DAY PROCESSES

COURSE TITLE	WHO SHOULD ATTEND	COURSE CONTENT	HOW OFTEN	DURATION
Day to Day Processes	People who have their MYOB company file set up and want to learn how to use the MYOB business management software for basic day-to-day processing	<ul style="list-style-type: none"><li>• Create customer quotes, orders and invoices</li><li>• Process customer payments</li><li>• Create adjustment notes for sales returns</li><li>• Create supplier quotes, purchase orders and bills</li><li>• Record supplier payments</li><li>• Record money received and spent</li><li>• Deal with petty cash</li><li>• Prepare and print bank deposit</li><li>• Complete a bank reconciliation</li><li>• Financial Reporting</li></ul>	Monthly	2 x half days

**How much?** \$230 per person, including materials.

**When?** October

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

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

OR BY RETURN EMAIL [chris@cmacs.com.au](mailto:chris@cmacs.com.au)

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