

MYOB Training

SET UP

| COURSE TITLE | WHO SHOULD ATTEND | COURSE CONTENT | HOW OFTEN | DURATION |
|--------------|---|--|-----------|-----------------------|
| Set Up | Users new to MYOB who want to learn the best way to set up their company file from the outset OR anyone who wants to understand the structure of an existing company data file and check that it is set up correctly to ensure their software works as efficiently as possible. | <ul style="list-style-type: none"> • Introduction to basic accounting terminology • Navigate within MYOB Accounting • Create a new company file for your business • Set up tax codes • Set up a list of accounts • Create information cards for customer, supplier and employee records • Set up inventory and service items • Enter opening balances and bring existing accounts into MYOB • Back up and restore company files | Monthly | 2 x Half Days (9 hrs) |

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**

OR BY RETURN EMAIL chris@cmacs.com.au

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