



MIND YOUR OWN BUSINESS.....EASY

Have you just installed MYOB and are you wondering what to do next?
Do you know how to use MYOB to **make better decisions** in your business?
This uniquely designed course created by a CPA will answer all your questions.

MYOB BASICS INCLUDING BUSINESS ACTIVITY STATEMENTS

Benefits for you

- Help your cash flow by knowing when your accounts are due and making sure you only pay the accounts that you have received the services for
- **Know your business** at a glance and keep your Accountant happy
- Save money and time by learning powerful techniques in data entry and processing
- Guaranteed small class sizes

Key topics covered

- Setting up your Chart of Accounts to **benefit your business**
- Exploring MYOB command centres
- Utilising sales and purchases command centres
- File management
- The importance of reconciling accounts
- Preparing the Business Activity Statement

Who should attend

Small business owners who want to understand their reports and control their business. Even if you are not processing your own data.

Course details

Cost : \$350.00 (or bring a friend and pay \$650 for two)
A comprehensive manual will be provided on the day
Course Dates : to be advised – please contact Lynne for current dates

Duration : 1 day course
Time : 9.00am to 4.00pm
Location : Pallara (right next to Forest Lake)
ample off street free parking available

A country setting that will help you relax, focus and learn
Lunch, morning tea and afternoon tea provided

Enquiries

For any enquiries or questions, it be would my pleasure to assist you.
Contact Lynne on 0412 765 507 and leave a message.

"Liability limited by a scheme approved under professional standard legislation"