



COURSE CODE : MYOB03

MIND YOUR OWN BUSINESS.....EASY

Have you been using MYOB for awhile and want to learn some useful tools to speed up your processing?

Would you like some tips to troubleshoot those difficult transactions and reconcile accounts?

Wouldn't it be helpful to use your accounting software as a tool to grow your business?

MYOB Tips – Insider Secrets and the best Shortcuts to mastering MYOB

Benefits for you

- ✓ **Get the most out of your accounting software**
- ✓ **Have a chance to discuss your issues with others**
- ✓ **Learn to streamline your software processes**
- ✓ **Improve your business operations**

Key topics covered

- Inventory command centre
- Customising forms
- Job management, budgets and categories
- How to find errors and corrections

Who should attend

Small business owners and bookkeepers wanting to get the best out of their MYOB.

Course details

Cost : \$195.00 (or bring a friend and pay \$340 for two) (inc GST)

Course Date : Refer the training schedule

Duration : 3 hour workshop

Location : Pallara (right next to Forest Lake)
ample off street free parking available

Enquiries

For any enquiries or questions, it be would my pleasure to assist you.
Contact Lynne on 0412 765 507 or email on the contact us form on our website.

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