



MYOB TRAINING SCHEDULE

MYOB Basics including BAS

One day workshop - \$350 per person (Lunch included)

Monday 6 February 2012 – 9.00am to 4.00pm

Saturday 10 March 2012 – 9.00am to 4.00pm

This workshop covers day to day processing in MYOB including sales, purchase, bank reconciliations, setting up the Chart of Accounts. We also have an in depth look at GST and the BAS requirements. We discuss common errors and how to avoid paying too much to the ATO.

Unravel the mystery of payroll processing and set up

Half day workshop - \$195 per person

Friday 10 February 2012 – 1.00pm to 4.00pm

Thursday 22 March 2012 – 9.00am to 12.00 noon

Understand how MYOB is set up to calculate superannuation guarantee, holiday and personal leave entitlements as well as withholding tax. Make sure you are not overpaying staff. New legislation is now operating and you need to be complying.

Advanced MYOB Workshop

Three hour workshop - \$195 per person

Tuesday 31 January 2012 – 9.00am to 12.00 noon

Thursday 22 March 2012 - 1.00pm to 4.00pm

This workshop is for participants who understand the Basics of MYOB and would like to develop their skill and knowledge. Topics covered include inventory, jobs and budgets and wells as advanced sales and purchases features.

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