

## NON-ACCREDITED

# MYOB EVERYDAY ACCOUNTS

### COURSE OBJECTIVE

This course aims to give you the skills and knowledge to process day to day transactions accurately and efficiently using MYOB software. In this course you will learn how to record financial data and transactions on a day to day basis.

### COURSE CONTENT

- Adjusting invoices
- Bank reconciliation
- Customising your company file
- General journal entries
- Mastering recurring transactions
- Petty cash
- Processing sales
- Purchasing from suppliers
- Recording customer payments
- Recording supplier payments
- Reports
- Spend money and receive money

### COURSE DELIVERY

- Classroom based, small class sizes
- Instructional, trainer led demonstrations
- Hands-on student practice
- Revision tasks for each unit covered
- Extremely knowledgeable and experienced trainer
- Laptops supplied
- Trainers laptop projected for easy view by all students, easy to follow along
- Access to OfficeLink website to install MYOB student edition on your computer at home to continue your learning

### COURSE DETAILS

**Duration:** 1 day  
**Time:** 9.00am - 4.00pm  
**Location:** 1a Hedley Street, Mt Gambier SA

### PRE-REQUISITES

- Basic literacy & numeracy skills
- Basic computer skills

### DELIVERY

- Classroom participation
- Written/verbal activities

### COST

\$220 per participant  
*Includes training materials and delivery*  
(Discount bundles available – conditions apply)

### COURSE OUTCOME

- Certificate of Attendance



**(08) 8724 8577**

**[www.gramacsolutions.com.au](http://www.gramacsolutions.com.au)**

**GRAMAC TRAINING SOLUTIONS (RTO#70249)**

1a Hedley Street, Mount Gambier SA 5290

Email: [info@gramac.com.au](mailto:info@gramac.com.au)

## COURSE OUTCOME

- On completion of this course participants will receive a Certificate of Attendance

## PARTICIPANTS MUST

- Photo identification is mandatory requirement** (Australian Drivers Licence, Passport or Proof of Age card). ID must contain photo, signature and date of birth

## COURSE PATHWAYS



(08) 8724 8577

[www.gramacsolutions.com.au](http://www.gramacsolutions.com.au)

GRAMAC TRAINING SOLUTIONS (RTO#70249)

1a Hedley Street, Mount Gambier SA 5290

Email: [info@gramac.com.au](mailto:info@gramac.com.au)