

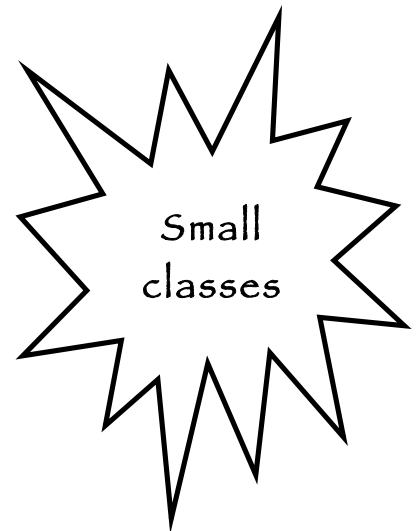


MYOB

All participants receive a Statement of Attendance on completion

6.00 pm – 9.00 pm
Monday and Wednesday
28, 30 July and 4, 6 August. (12 hrs)

- Introduction to double entry bookkeeping
- Starting your business in MYOB
- Setting up chart of accounts
- Opening balances
- Historical balances
- Setting up inventory
- Accounts receivable
- Accounts payable
- Stock control
- Bank reconciliation
- Basic reporting
- Preparation for BAS



\$295.00

(Includes comprehensive manual and training disk)

We highly recommend that students have a minimum of intermediate level manual bookkeeping experience before undertaking MYOB.