

MYOB in a Day — Day 1

MYOB Advanced — Day 2

Presented by

hoad

BUSINESS DEVELOPMENT

*Take advantage of
MYOB Classroom
training by
Hoad Business
Development*

*All resources are
provided for this
hands-on computer
based training*

*Maximum 5 places
each course*

*Cost of training
includes:
Training manual,
Lunch
and
Refreshments*

Contact details:

Hoad Business Development

PO Box 1997 Innisfail 4860

Phone: 07 4061 3544

Fax: 07 4061 8628

Email: bryce@hoadbd.com.au

Web: www.hoadbd.com.au

Our courses are written and delivered by MYOB Certified Consultant Bryce Hoad. Learn on a dedicated PC per student.

Bryce worked in an accounting firm for 5 years and has worked with clients for 10 years.

MYOB in a Day

Introduction to Accounting
Understanding the Accounts Lists
Tax codes
Writing Cheques
Making Deposits
Recurring Transactions
Bank Reconciliation
File Management
Sales
Recording Customer Payments
Undeposited Funds
Purchases
Recording Supplier Payments
Checking your work
Company Data Auditor
Setting up and using BASLink

MYOB Advanced

Writing off Bad Debts.
Processing Debit/Credit Notes.
Security & Audit Trail Tracking.
File Maintenance.
Customising Invoices.
Fuel Tax Credits
Payroll (set up & processing).
Budgets in MYOB.
Job Management.
User IDs and Passwords.
End of Year Adjustments - Align MYOB to the final Trial Balance.
Reconciling Debtors & Creditors.
Advanced searching.
Troubleshooting

Cost \$ 330 per one course.

Book into both & receive a 20% discount.

Venue: Chjowai Hall, 18 McGowan Dr Innisfail

Time: 9.00am to 4.00pm

To book:

1. Check dates and availability at www.hoadbd.com.au
2. Complete details overleaf and fax to 4061 8628

MYOB[®]

Certified Consultant

MYOB[®]

RetailManager Professional

MYOB Training Innisfail

Presented by

hoad

BUSINESS DEVELOPMENT

Registration

**Fax completed form to
07 4061 8628**

**Call to discuss
available dates or
check online at
www.hoadbd.com.au**

Contact details:

Hoad Business Development

PO Box 1997 Innisfail 4860

Phone: 07 4061 3544

Fax: 07 4061 8628

Email: bryce@hoadbd.com.au

Web: www.hoadbd.com.au

Book me into:

- MYOB In a Day — \$ 330
- MYOB Advanced — \$ 330
- MYOB in a Day and Advanced — \$ 528 save \$132

Discount only available when booked together.

Dates _____

We will confirm availability upon receipt (or call first to book).

Name: _____

Business/Organisation: _____

Postal Address: _____

**Email (Tax invoice will
be sent to this address)** _____

Telephone: _____

**Credit Card Payment
Details:**

*We can only accept
Visa and MasterCard.*

Name on Card _____

Credit Card No: _____

Expiry Date: ____/____ **Amount: \$** _____

Signature: _____

Registration is subject to the following conditions:

Cancellations less than 72 hours prior to training start time will be subject to a refund of only 50% of the course fee.

Cancellations less than 24 hours prior to start time will be subject to forfeit of 100% of course fee (unless exceptional circumstances).

Venue: Chowjai Hall, 18 McGowan Drive, Innisfail

Time: 9.00am to 4.00pm

MYOB®

Certified Consultant

MYOB®

RetailManager Professional