

# MYOB in a Day — Day 1

## MYOB Advanced — Day 2

Presented by

# hoad

BUSINESS DEVELOPMENT

**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.**

*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 4027 6892

Email: [bryce@hoadbd.com.au](mailto:bryce@hoadbd.com.au)

Web: [www.hoadbd.com.au](http://www.hoadbd.com.au)

### **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](http://www.hoadbd.com.au)
2. Complete details overleaf and fax to 4027 6892

**MYOB®**

Certified Consultant

**MYOB®**

RetailManager Professional

# MYOB Training Innisfail

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## Registration

**Fax completed form to  
07 4027 6892**

**Call to discuss  
available dates or  
check online at  
[www.hoadbd.com.au](http://www.hoadbd.com.au)**

Contact details:

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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:** **Name on Card** \_\_\_\_\_

*We can only accept  
Visa and MasterCard.* **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

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