

General Outline

In this course, we focus on solving problems and issues with your MYOB data. How to find and fix errors, out-of-balance transactions and much more is covered.

You'll learn about MYOB's powerful data auditor to help you solve issues with your data. **How to create advanced bank rules to save heaps of time entering split transactions is also a focus of the course.**

The relatively small class sizes means you'll have plenty of time to ask the trainer questions about any issues and problems you might have.

Detailed Course Outcomes

- ◆ Check your MYOB setup, accounts, GST, etc.
- ◆ Use shortcuts and minimise errors for data entry.
- ◆ Enter tricky transactions; For example:
 - ⇒ Combined GST and GST-free transactions.
 - ⇒ Combined business and private transactions.
 - ⇒ Credit card purchases and payments.
 - ⇒ Bank loans and entering repayments.
 - ⇒ Jobs to track work and different departments.
- ◆ Use live bank feeds and create powerful, 'split' bank rules for easier reconciling.
- ◆ Use 'Advanced Find' features to search for data.
- ◆ Reconcile receivables, payables, and others.
- ◆ View out-of-balance reports and fix errors.
- ◆ Make adjustments to transactions and accounts correctly.
- ◆ Customise, view and interpret important reports.
- ◆ Use MYOB's Data Auditor to find errors quickly.
- ◆ Set up and complete the BAS correctly.
- ◆ Lock accounting periods and prevent mistakes.
- ◆ Set up users and restrict access to some functions.

Client Reviews

"I was impressed with the systematic presentation of features and explanation of benefits."

David, Payroll

"I was impressed with the amount of detail in the notes. Will be very useful as a reference when advising clients. My familiarity with MYOB has increased, allowing me to better help clients out with complex issues."

Leigh, Accountant

"The step-by-step instructions in the manual were easy to follow and understand."

Nicole, Business Traineeship Student



Delivery & Duration

- ◆ 1 day public course, **OR**
3 x 1-hour online **OR**
Closed / Onsite
- ◆ For rates and dates, visit:
[classtraining.com.au/
coursedates/16-myob-
advanced/](http://classtraining.com.au/coursedates/16-myob-advanced/)

Prerequisites

Previous MYOB courses or experience with MYOB is highly recommended.

Public Course Includes*

- ◆ Computer for hands-on skills.
- ◆ Extensive training manual.
- ◆ Refreshments.
- ◆ Certificate of attendance.
- ◆ After-course support.
- ◆ Free refresher course.

* Inquire re details.

Live Webinars Include

- ◆ PDF workbook of instructions.
- ◆ Interactivity: ask your questions.
- ◆ Access to recording of webinar.
- ◆ After-course support.

How to Book

- ◆ Phone: **(02) 6041 2711**
- ◆ Email:
office@classtraining.com.au
- ◆ Book online:
[classtraining.com.au/
coursedates/16-myob-
advanced/](http://classtraining.com.au/coursedates/16-myob-advanced/)