



General Outline

This half-day course/workshop covers the important steps and a 'check-list' for preparing your file for end-of-year processing by your accountant. You will learn how to look for incorrect transactions, out-of-balance errors and then how to fix them in the hands-on exercises.

You can bring along your specific issues or even bring along your file for the instructor to assist you with your relevant queries.

The correct ways to fix mistakes – not always with journal entries – is an important part of the course.

You will cover typical examples of problems, errors and other issues that should be fixed before sending the file to the accountant.

Detailed Course Outcomes

- ◆ Check your MYOB setup, accounts, GST, etc.
- ◆ 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.
- ◆ Use MYOB's Data Auditor to find errors quickly.
- ◆ Liaise with your accountant.
- ◆ Lock accounting periods and prevent mistakes.
- ◆ Set up users and restrict access to some functions.

Client Reviews

"Really helped me how to find problems in my data and fix them."

Greg, Manager

"Wasn't as hard as I thought!"

James, Admin

"Will definitely save me time and money."

Josie, Coordinator

Delivery & Duration

- ◆ ½ day public course, **OR**
1-hour online **OR**
Closed / Onsite
- ◆ For rates and dates, visit:
[classtraining.com.au/
coursedates/50-myob-end-of-
financial-year](http://classtraining.com.au/coursedates/50-myob-end-of-financial-year)

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/50-myob-end-of-
financial-year](http://classtraining.com.au/coursedates/50-myob-end-of-financial-year)