



# MYOB AccountRight End of Financial Year

# Course Content

## 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.
- ◆ Reconcile payroll and **single-touch-payroll** processing.
- ◆ View **out-of-balance reports** and fix errors.
- ◆ Make **adjustments** to transactions and accounts correctly.
- ◆ Use MYOB's **Data Auditor** to find errors quickly.
- ◆ **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 session **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.

## Online Sessions 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](mailto: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)

