



| | | | |
|--|---|---|---|
| What it's about | This course is about acquiring and developing the skills required to perform all of the basic bookkeeping needs of a business using MYOB Software. It covers learning how to create accounting systems and policies and preparing financial statements in order to deliver professional bookkeeping services. | | |
| Whom it's for | This course is for people who are work in or seek to work in roles of contract bookkeepers or as employees performing the role of bookkeeper for organisations, performing duties such as: <ul style="list-style-type: none"> • establishing and maintaining accounting systems • working with Accounts Receivable and Accounts Payable • developing management systems for organisations. | | |
| What you need to know already | There are no prerequisites for this course. | | |
| What you will learn and be able to do | <ul style="list-style-type: none"> • Double-Entry Bookkeeping and Reports • Exploring the MYOB Accounting software • Cash Accounting using the "Banking Command Centre" • Reconciling your Cheque Account • File Management and Error Correction • Setting up a data file using Cash Accounting • Entering Cash Receipts and Cash Payments in a Cash Accounting system. • Preparing Bank Reconciliation • Reconciling Petty Cash and Credit Cards • Printing financial reports • Reconciling GST and entering BAS payment to the ATO • Adjusting a Cash Accounting File to include Debtors & Creditors (Accrual) • Processing Accounts Receivable • Processing Accounts Payable | <ul style="list-style-type: none"> • Using Inventory • Reimburse and reconcile Petty Cash • Using Contact Logs to note phone calls re overdue accounts • Handling a Contra Entry • Handling an Overpayment of account • Handling Refunds • Following up overdue accounts • Accounting for Bad Debts • Printing Customer Statements • Reconciling Bank and Credit Card Statements • Calculating Annual GST Turnover • GST Reporting • Preparing the Business Activity Statement • End of Year Procedures and Adjustments | |
| What you will receive | Upon completion of the MYOB Essentials course assessments you will receive nationally accredited Units of Competency towards Certificate IV in Bookkeeping (FNS40210) including: <ul style="list-style-type: none"> • BSBITU306A Design and produce business documents • BSBOHS303B Contribute to OHS hazard identification and risk assessment • FNSBKG401A Develop and implement policies and procedures relevant to bookkeeping activities • FNSBKG402A Establish and maintain a cash accounting system • FNSBKG403A Establish and maintain an accrual accounting system • FNSINC401A Apply principles of professional practice to work in the financial services industry • FNSACC303A Perform Financial Calculations • BSBITU402A Develop and use complex spreadsheets | | |
| How much time will it take | 5 Days or 10 Evenings | | |
| How much you will invest in your learning | \$299 (including GST) With Skills Victoria Funding | \$849 (including GST) Full Fee (Distance Learning) | \$1649 (including GST) Full Fee (Classroom Learning) |