

MYOB STEPS PROGRAMME

MYOB

Certified Consultant



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smartbooks 

THANK YOU FOR YOUR RECENT ENQUIRY ABOUT SMART BOOKS TRAINING.



Smart Books Bookkeeping consists of financial experts who specialise in MYOB. The team at Smart Books have years of bookkeeping, taxation, administration and tuition experience.

Smart Books offers a variety of courses that enables participants to be competent in all aspects of MYOB, which are critical in the operation of any business. All courses cover the A-Z of MYOB, on the latest released versions.

Our certified MYOB consultants and accredited trainers are able to deliver the most comprehensive training possible, through interaction with CPA's, financial advisors, MYOB and the Australian Taxation Office. This ensures the course content is relevant to the current taxation laws.

Smart Books conducts a one day only - Advanced payroll seminar - a MUST DO course for any business that is involved with MYOB payroll management. Or if you wish to refresh your MYOB reporting skills, Smart Books have the course for you - The 1/2 Day MYOB reporting and BAS workshop.

We also specialise in group training packages - so if your organisation would like to upgrade staff's skills - why not call our office today for a group training package deal.

Class sizes are small - therefore students are given professional attention from the MYOB consultant. We like to consider our training as a boutique training organisation - as we specialise in MYOB one-on-one training. We refuse to throw people in a room and tell them to 'teach themselves' from a manual. Unlike other training organisations - our trainers do specialise in all MYOB products and apply them in real life situations, not just the classroom. No task is too hard. Students are encouraged to bring along their own MYOB questions, which are solved during group discussions.

We pride ourselves on our commitment to train MYOB and provide after sales service to all of the students who may require a helping hand once placed into a position involving MYOB. We are only a phone call away!

If we can provide an further information regarding our MYOB course offerings, please feel free to contact one of our friendly MYOB customer service staff on the Smart Books training hotline - 1300 369 947.

Kindest Regards,

Daniela Ufer

Daniela Ufer
MYOB Consultant

MYOB COURSES AND MODULES

MYOB[®]

Certified Consultant

MYOB Steps Training Programme

Step 1: MYOB Foundations & Bookkeeping Essentials	\$369.00
Step 2: MYOB Intermediate Level	\$369.00
Step 3: MYOB Reporting/BAS & Company Data Auditor	\$369.00
Step 4: Exam	\$220.00
Step 5: MYOB Advanced Payroll	\$369.00
Multicourse Booking Details: Step 1 to Step 4	\$880.00

MYOB Prerequisites Courses

Step 1.1: MYOB Basic Computer Skills – NEW – Available 2010	\$110.00 BOOK NOW!
Step 1.2: MYOB Basic Business Principles – NEW – Available 2010	\$110.00 BOOK NOW!

MYOB Advanced Modules

MYOB Advanced Features	\$369.00
Customised Corporate Training	P.O.A.

COURSE DESCRIPTIONS

Step 1: MYOB Foundations & Bookkeeping Essentials

Step one defines bookkeeping terminology, various business structures, the day to day management of data entry, MYOB Card Files, and data entry procedure for Trade Debtors & Creditors. This is a great foundation for anyone wishing to become a bookkeeper or those who have used other accounting packages and are looking to add MYOB to their repertoire.

Step one predominately focuses on accrual based bookkeeping procedures although both cash and accrual bookkeeping methods are discussed. Accrual based accounting is the best form of accounting for many small businesses as it provides the higher level of reporting necessary for to accurately assess the financial position of an organisation.

Step 2: MYOB Intermediate Level

Step two introduces cash based accounting methods. These are suitable for many small retailers such as hairdressers, fish and chip shops and those who do not need to issue customer invoices. Step 2 also incorporates basic payroll management, reconciliation of all business operating accounts, petty cash procedures and MYOB handy hints and tricks.

Step 3: MYOB Reporting/BAS & Company Data Auditor

Step 3 is a very popular module with people who already use MYOB on a day to day basis.

Many accountants recommend this course as it teaches you how to use the Company Data Auditor to analyse the integrity of your data file, something which should be done at the end of each BAS period and before sending your data file to the accountant at the end of financial year. The Company Data Auditor not only helps to identify errors in your data entry but assists in rectifying these anomalies. An awesome tool which will save your money and your accountant's sanity at the end of financial year!

Step 4: Exam

Many students who complete steps 1, 2 and 3 choose to sit the exam to evaluate their skill level and to obtain a certificate. Some students choose to sit the exam at a later date to allow them time to build their confidence in using the program. Students are able to re-sit a supplementary exam FREE of charge if they wish to obtain a higher level of certification.

Bookkeepers who are already using MYOB may simply wish, at a cost of \$110.00, to sit the exam and receive a certificate stating their level of skill in using the program.

Step 5: MYOB Advanced Payroll

Are you managing a business payroll and would like more knowledge of the ins and outs of the MYOB payroll function? Then this is the course for you! The following course modules are covered in depth in this highly interactive module:

Employee Card Setup	Managing child support in MYOB
Processing Wages – Using ABA Files	Staff Payment Summaries
Reconciliation Of Superannuation & PAYG	MYOB Payroll Reporting
Managing Salary and Hourly Staff	Customising Pay Slips
Using Timesheets in MYOB – fabulous for job costing.	Using Time Billing In Payroll
Amending Staff Entitlements In MYOB	Amending Payroll Errors

This course is a must do if you are responsible for payroll as it covers the A-Z of everything you need to know about managing staff wages the right way.

MYOB ADVANCED MODULES

MYOB Advanced Features

MYOB and Excel form a perfect relationship to produce accurate, professional reports. This course explores an array of reporting options available and ways in which to up date your pricing system, card files in MYOB with the assistance of Excel and features, to make using MYOB a stress free experience.

With all the handy MYOB tips in this course, the only regret will not be enrolling earlier!