



Seed
TRAINING GROUP

myob Comprehensive

ONLINE / ON-CAMPUS

ABOUT THE COURSE

This course allows the students to create a company data file to complete historical and opening balances, produce and manage purchase orders and invoices, manage accounts payable and accounts receivable, and produce business activity statement (BAS) documentation.

- 100% real-world case studies
- Step by step manual provided

UNITS

This course includes training in the following areas:

UNITS



- Navigating in MYOB AccountRight
- Creating a New Company File for Use in AccountRight
- Modifying an Existing Chart of Accounts to Suit Your Business Needs
- Working with Opening Balances
- Working with Historical Balances
- Making Changes to Customer and Supplier Details in the Card File
- Creating an Inventory in AccountRight of Items for Sale
- Purchasing Items for a Business in AccountRight
- Paying for Purchases
- Entering Sales Transactions
- Producing More Complex Invoices
- Applying Customer Payments to Open Invoices
- Working with the Inventory That Has Been Set Up in AccountRight
- Using AccountRight's Cheque Facility for Making Purchases
- Reconciling AccountRight Data Against Company Bank Statements
- Working with the Reporting System in AccountRight
- Understanding How AccountRight is Set Up and Works with the GST
- Setting Up and Completing a Business Activity Statement

UPON COMPLETION

This course is eligible for CPD hours. Upon successful completion of all the required units of this course, students will receive a certificate of completion.



CAREER OPPORTUNITIES

- Accounts Payables
- Accounts Receivables
- BAS Agent

**IMPORTANT: Further requirements for becoming a registered BAS agent*

PRICE

\$325

DURATION

2 days on campus or up to 12 months online

ASSESSMENTS

Case studies

ENTRY REQUIREMENT

There are no formal education entry requirements.

EQUIPMENT NEEDED

- PDF reader
 - A computer (Windows recommended) with internet and web browser access
 - Word/text processing, spreadsheet, and presentation software installed (e.g. Microsoft Office)
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RELATED COURSES

- MYOB Payroll
 - MYOB Comprehensive
 - MYOB Advanced
 - Bookkeeping Program
 - Individual Taxation
 - Business Taxation
 - Tax Accountant Program
 - General Accountant Program
 - Internship Placement
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FINANCE OPTIONS

- Fees must be paid within 5 working days of receiving the confirmation of enrolment and invoice for the enrolment fee.
- Seed Training Group may cancel an enrolment or discontinue training if fees are not paid as required.
- Both direct deposit and credit card are accepted.

**Please refer to the Student Information Handbook for further details regarding Fees & Refund Policy and Procedure.*
