



IAD28 MYOB Introduction Skill Set

National ID: IAD28 | State ID: IAD28

About this course

MYOB is a useful tool for small businesses.

This workshop provides a short introduction into the MYOB software.

During this workshop, participants will learn how to:

- Enter sales and purchases into MYOB
- Print invoices
- Use a range of GST codes
- Enter payments received
- Customise invoices

The textbook, *A Step by Step Approach to Administer Subsidiary Accounts and Ledgers* is required. Choose to complete assessments after the workshop and/or receive a letter documenting your participation.

Overview

Fees and charges

[Click here to view North Regional TAFE's 2020 indicative fees.](#) These fees are indicative for local students enrolling full-time in Government-funded courses. Fees are calculated based on individual circumstances at the time of enrolment. Concessions for eligible certificate I - IV level courses, annual fee caps and other charges may apply.



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For more information, please click [here](#).

VET Student Loans

VET Student Loans is an income contingent loan support available to eligible students studying a diploma level or above qualification. For more information, please click [here](#).

Please note, fees are subject to change.



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