



MYOB Introduction Skill Set

State ID: IAD28

About this course

Your health and safety is important to us.

Spaces are limited in face-to-face classes to adhere to social distancing guidelines. Additional hygiene protocols will be implemented and other controls may apply. Students must follow the directions of the lecturer to ensure the health and safety of all students and teaching staff.

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

Semester 2, 2020

Halls Creek Campus

-  When: **23 September, 2020**
-  How: **Face-to-face classroom delivery**
-  Fee: **Full fee: \$198.75
Concession: \$62.35**

Units

This is a suggested study plan. North Regional TAFE offers a variety of alternative units, and packaging rules apply to these selections. Your unit options will be discussed with you prior to enrolment.

This is a suggested study plan. North Regional TAFE offers a variety of alternative units, and packaging rules apply to these selections. Your unit options will be discussed with you prior to enrolment.

Core

National ID	Unit Title
FNSACC312	Administer subsidiary accounts and ledgers