



# Continuing Professional Education



## MYOB Essentials Accounting & MYOB Essentials Payroll

<b>Presenter:</b>	Marnie Dalwood
<b>Dates:</b>	Wednesday 29 April 2015
<b>Time:</b>	9.00am to 4.00pm
<b>Venue:</b>	Applied Education Level 1, 524 Hay Street, Perth
<b>Course Fee:</b>	\$269 Member \$309 Non Member
<b>Includes:</b>	Session notes, lunch and tea breaks.
<b>CPE Hours:</b>	7

### Introduction

This MYOB Essentials Accounting Training & Payroll training course is designed to provide skills and knowledge which will allow participants to effectively use this popular software package. It is ideal for accountants, bookkeepers and business owners who are interested in migrating to the cloud accounting software of the future.

With the demand for “cloud (live) accounting” growing exponentially, you cannot afford to be left behind. Cloud accounting is now a reality and it will change the way you run your business – no more lost backups and no locking out of clients from their data files. MYOB also uses live bank feeds that map directly into your ledger – saving hours of data entry time coding repetitive transactions.

### About the presenter

#### **Marnie Dalwood I Certificate IV in Bookkeeping, BAS Agent, Applied Education**

After 17 years of Customer Service experience with 2 major airlines operating from Perth, Marnie changed career direction to bookkeeping. After having attained her BAS Agent licence she now operates a successful bookkeeping practice.

Marnie also has a qualification in training and assessment and is regular lecturer at Applied Education. Her extensive experience with MYOB leaves her well placed to ensure her students will gain the highest quality training.

### Learning Outcomes

At the completion of this MYOB Essentials Accounting Training & Payroll training course in Perth, participants will be able to:

- Understand the advantages and disadvantages of using cloud software
- Software overview
  - Understand the MYOB Essentials dashboard and settings
  - Browser techniques to best use cloud software
- Use MYOB Essentials as a cash book
  - Prepare bank feeds and bank statement import
  - Use auto coding and bank rules
  - Conduct a bank reconciliation
- Accounts receivable
- Accounts payable
  - Paperless and data entry free solutions
- Customise MYOB Essentials invoices and MYOB Essentials Template Emails
- Create Items to manage inventory and services.
- MYOB Essentials Payroll
  - set up the employee
  - set up payroll items
  - manage the pay run
  - process annual leave and personal leave
  - understand the employee portal (this is fantastic!)
  - process terminations
  - validate end-of-year payroll information and print payment summaries (group certificates)

### Prerequisites

The MYOB Essentials Accounting & Payroll training course in Perth assumes little or no knowledge of bookkeeping or MYOB Essentials. It would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

## MYOB Essentials Accounting & MYOB Essentials Payroll



**IPA** INSTITUTE OF PUBLIC ACCOUNTANTS  
Partnership beyond numbers

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**Time:** 9.00am to 4.00pm

**Venue:** Applied Education, Level 1, 524 Hay St Perth WA

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Institute of Public Accountants, Locked Bag 9, South Perth, WA 6951

Ph: 08 9474 1755 Fax: 08 9474 2911 Email: [wadivn@publicaccountants.org.au](mailto:wadivn@publicaccountants.org.au)

### Registration Details

Title \_\_\_\_\_ IPA Member # \_\_\_\_\_ Postnom. \_\_\_\_\_  Non Member

First Name \_\_\_\_\_ Surname \_\_\_\_\_

Second Attendee \_\_\_\_\_

Organisation \_\_\_\_\_

Postal Address \_\_\_\_\_  Work  Home

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Email Address \_\_\_\_\_

Dietary Requirements \_\_\_\_\_

### Payment Details

*This document will be a Tax Invoice for GST purposes when you make full payment. Please keep a copy for your records.*

Amount Payable	IPA Member	Non Member	
Course Fee	\$269.00	\$309.00	(Registration fee includes GST)

*\*Regional Members - All regional members located 200kms from Perth are entitled to a 25% discount on the registration fee.*

#### Payment Method

Cheque  Please find enclosed my cheque payable to 'Institute of Public Accountants' for: \$ \_\_\_\_\_

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