



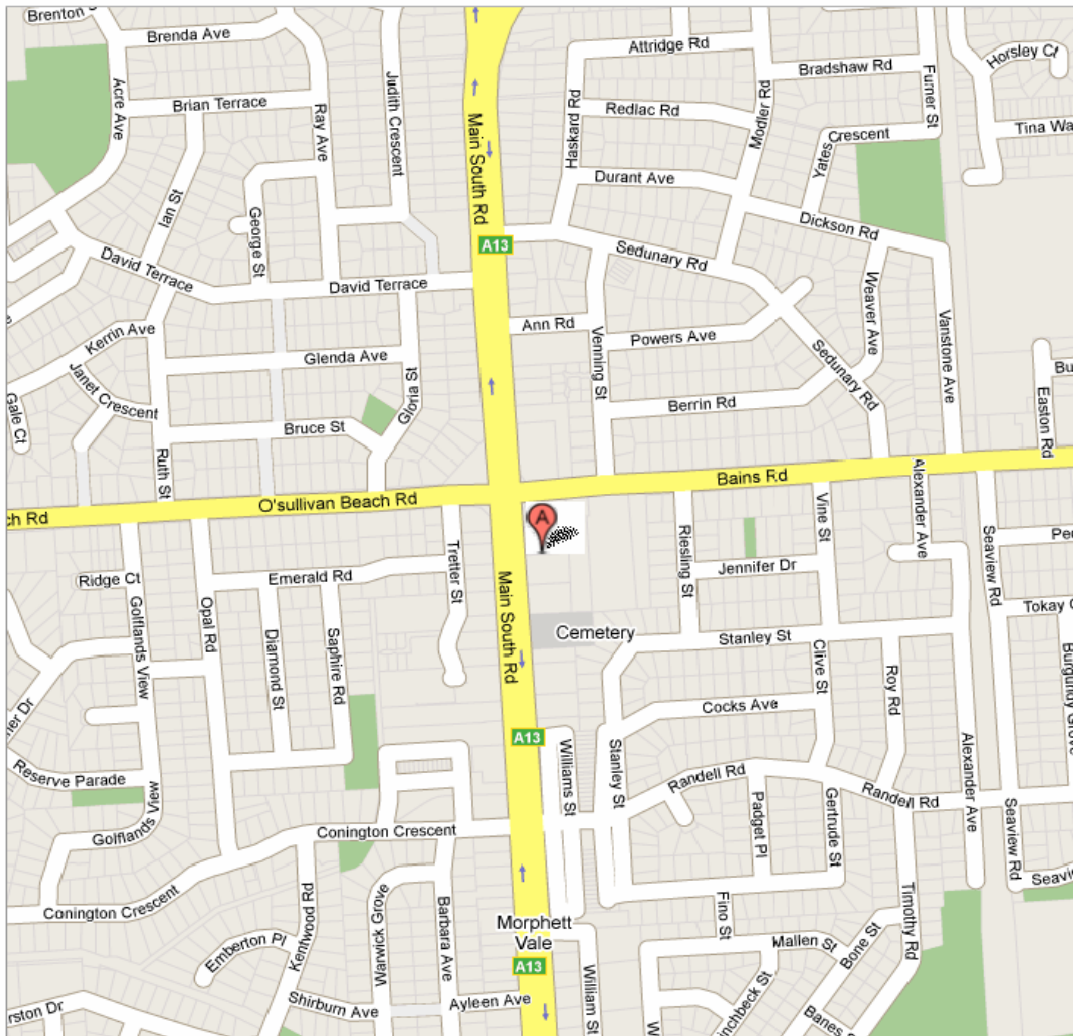
TRAINING SCHEDULE

	Oct-08	Nov-08	Dec-08	Jan-09	Feb-09	Mar-09	Apr-09	May-09	Jun-09
MYOB V17									
Day to Day processes	21	18	-	20	17	17	21	19	16
Reconciliation and BAS	28	25	-	27	24	24	28	26	23
Payroll						10			9
Inventory									
	Oct-08	Nov-08	Dec-08	Jan	Feb	Mar	Apr	May	Jun
QUICKBOOKS 2008/09									
Day to Day processes	22	19	-	21	18	18	22	20	17
Reconciliation and BAS	29	26	-	28	25	25	29	27	24
Payroll						11			10
Inventory									
DETAILS									
Courses are held by Qualified Trainers									
Each Subject is covered in one day - 9:00am - 5:00pm									
Class sizes are limited (except for Client requests for larger group booking)									
Course includes manual and a light lunch									
Additional or alternate times can be arranged									
Parking available at rear of building									
A discount of 5% applies to all group bookings (Four or more students)									
Price is \$200.00 per person per subject									
Payment by Cash, Credit Card or Cheque prior to commencement									
TO BOOK YOUR PLACE									
Telephone: 0407 724 623									
Email: info@busybooks.com.au									

Unit 14, 230 Main South Road, MORPHETT VALE, SA 5163



Address 230 Main South Rd
Morphett Vale SA 5162



Parking available at rear of building. Carpark entrance off of Baines Road.

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Day to Day Processes

- Create customer quotes, orders and invoices
- Process customer payments
- Create adjustment notes for sales returns
- Create supplier quotes, purchase orders and bills
- Record supplier payments
- Record money received and spent
- Deal with petty cash
- Prepare and print bank deposits

Reconciliation and Business Activity Statement

- Complete a bank reconciliation
- Find and fix errors when reconciling your bank account
- Reconcile your accounts receivable, accounts payable and inventory
- Reconcile Payroll Information - PAYG & Superannuation
- Reconcile your GST Control Accounts
- Complete your Business Activity Statement
- Review your financial reports
- Start a new financial year
- Generate and customise reports
- Backup, restore and optimise your company file

Inventory

- Create an inventory item and set up opening balances
- Assemble an inventory item
- Group inventory items
- Purchase Stock
- Sell Stock
- Perform a Stocktake
- Adjust Inventory balances
- Change item prices
- Use Inventory reports

Payroll

- Set up Payroll
- Enter employee details
- Create Payroll Items - overtime, superannuation, allowances, deductions
- Process Payroll
- Reconcile payroll information
- Manage Annual Leave, Sick Leave, Superannuation
- Payroll Year End Activities