

Advanced Certificate in MYOB

Gain an advanced workforce ready skill set in MYOB



Advanced Certificate in MYOB

It's one of the most highly awarded MYOB courses that you could take. The Advanced Certificate in MYOB for accountancy, bookkeeping and administration roles is loaded with specially rated achievements. These include certificates in MYOB AccountRight, MYOB Essentials and MYOB Essentials Payroll. If you want to be quickly acknowledged and highly rewarded, then this course is the one. Plus, you'll receive some fantastic FREE benefits.

Start Date: Get instant access within 1 business day.

Course Duration: Approximately 40 hours.

Access Time: You'll have 24/7 access to your course material for up to 6 months until you complete.

Delivery and Support: 100% online with unlimited tutor support via phone and email.

Assessments: Multiple choice, short answer and practical assessments.

Investment: \$995 + GST
or only \$25 per week
on an interest free payment plan.



All the Right Choices

- ✓ FREE six months access to MYOB
- ✓ FREE 12-month student membership to the Institute of Public Accountants on enrolment.
- FREE access to the MYOB Partner Program – get access to free webinars and training, access to a Partner Dashboard which will list all your MYOB clients in one place, and much more!
- ✓ You'll be provided with comprehensive one-on-one tutor support.
- ✓ Flexible start dates – enrol online and start when you are ready.
- ✓ Complete your studies online, at your own pace
- ✓ With the course approved by the CPD Certification Service, you'll gain 40 continuing professional development hours.
- ✓ This course is accredited by the International Association of Accounting Professionals.
- ✓ The course has been developed and delivered by an IAB Accredited Training Provider.



Certificate in MYOB AccountRight

ABKA308-2 Setup & Introduction for MYOB AccountRight

This course will provide an introduction to MYOB AccountRight and will include but not be limited to how to install MYOB AccountRight Plus on a windows computer, how to create and activate company files, setting up preferences as well as backing up and restoring company files.

ABKA310-2 Chart of Accounts in MYOB AccountRight

This course will provide an overview of the Chart of Accounts within MYOB AccountRight, including but not limited to the purpose of a Chart of Accounts, account classifications within MYOB AccountRight, and how to create, edit and delete accounts.

ABKA312-2 Contacts in MYOB AccountRight

This course will provide an introduction to working with contacts (or cards) in MYOB AccountRight, including how to add, edit and delete contacts, how to make contacts inactive and how to customise a card field.

ABKA311-2 Banking with MYOB AccountRight

This course will take a look at the Banking Command Centre in MYOB AccountRight, including but not limited to the Spend Money and Receive Money functions, how to add bank feeds to an MYOB file, how to code transactions from the bank feed screen as well as importing bank statements with a.qif file.

ABKA314-2 Inventory, Quotes & Invoicing in MYOB AccountRight

This course will provide an introduction to inventory, quotes and invoicing within the MYOB AccountRight software, including but not limited to creating new inventory items, entering quotes, orders and invoices, and setting up recurring transactions.

ABKA316-2 Receive Payments & Pay Bills in MYOB AccountRight

This course will provide an overview of receiving payments and paying bills in the MYOB AccountRight software, including but not limited to the various ways to receive payments, how to record money transfers between accounts, and how to record supplier purchases and paying bills.

ABKA317-2 Bank Reconciliation & Reporting in MYOB

This course will provide an introduction to bank reconciliation and reporting within the MYOB AccountRight software, and will include but not be limited to the purpose of a bank reconciliation, how to complete a bank reconciliation, accessing reports within MYOB AccountRight and how to produce various financial reports.

ABKA225 Payroll in MYOB AccountRight

This course will provide an introduction to Payroll within the MYOB AccountRight software, including but not limited to setting up payroll in AccountRight, how to upload employees, how to sign up to STP (Single Touch Payroll) and how to process a pay for a waged and salaried employee.

ABKA319-2 MYOB AccountRight Assessment

Complete a practical case study based assessment using MYOB AccountRight.



Certificate in MYOB Essentials

ABKA163-2 Introduction to MYOB Essentials

This course will provide an introduction to the software package MYOB Essentials, including but not limited to the purpose of using MYOB and cloud accounting, browser requirements, and how to navigate the software.

ABKA114-2 Chart of Accounts & Banking with MYOB

This course will provide an introduction to banking and the Chart of Accounts within MYOB Essentials, and will include but not be limited to the process for setting up the MYOB bank feed facility, the process for reconciling transactions in MYOB Essentials, allocation rules for new transactions, and importing statements.

ABKA134-2 Managing Contacts with MYOB

This course will take a close look at working with contacts in MYOB Essentials, including but not limited to setting up business contacts and setting up customers and suppliers.

ABKA170-2 Managing Items with MYOB

This course will provide an overview of setting up items in MYOB Essentials, the goods and services that a business may buy, sell, hire, lease or otherwise offer for payment. It will include but not be limited to setting up stock items and service items in order to create quotes and invoices, and how to record purchases.

ABKA197-2 Managing Invoices & Quotes with MYOB

This course will provide an introduction to managing sales in MYOB Essentials, including but not limited to sending quotes to customers, how to view, create and edit customer invoices, and how to process payments, returns and credits.

ABKA116-2 Managing Bills with MYOB

This course will provide an overview of managing bills in MYOB Essentials, including but not limited to the process for creating bills using MYOB, how to enter payments against bills, and creating supplier returns.

ABKA195-2 Managing Reports in MYOB

This course will provide an introduction to reporting within MYOB Essentials, including but not limited to how to navigate the reports menu, how to generate reports and what each of the reports represents.

ABKA307-2 MYOB Essentials Assessment

Complete a practical case study based assessment using MYOB Essentials.



Certificate in MYOB Payroll

ABKA329 Installing MYOB Payroll

This course will provide an introduction and basic overview of Xero, including but not limited to the benefits of using Xero and cloud computing, the system requirements for Xero, and how to navigate the Xero Dashboard.

ABKA330 – Payroll Categories

This course will provide an in-depth overview of aged receivables and payables, a fundamental area for business owners and accounting staff. This includes but is not limited to the aged receivables and payables process and reports, as well as the cash conversion cycle and ratio reports.

ABKA331 – Employees & Timesheets

This course will provide an overview of fixed assets in Xero, including but not limited to the process for setting up fixed assets, how to view the fixed asset register and disposal schedule, depreciation options and processes, and the fixed asset reconciliation report.

ABKA333 – Processing Payroll & Termination Pay

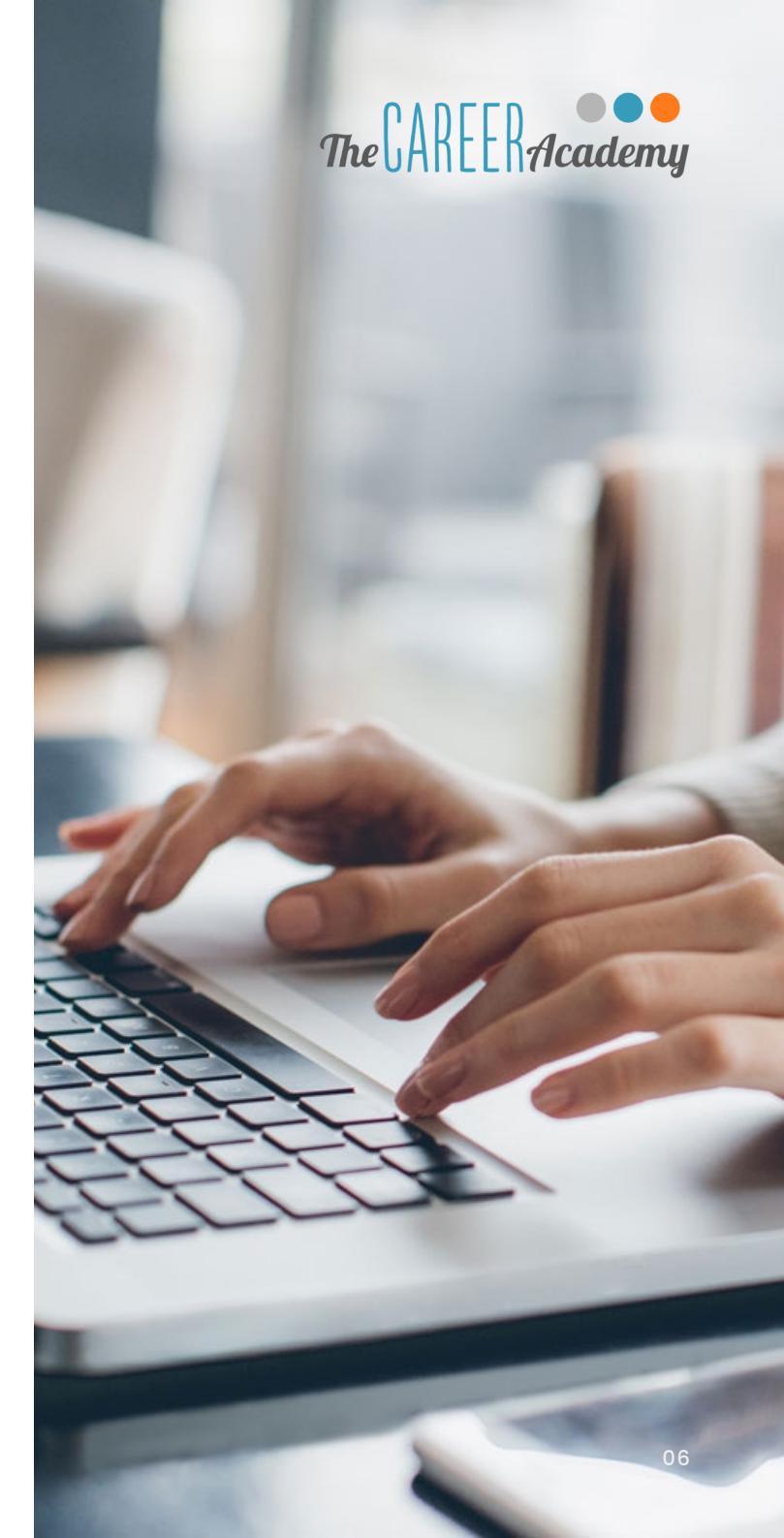
This course will look at how to access the budgeting module in Xero and will include information on the purpose of creating and working to a budget, how to create an overall budget in Xero, and instructions on how to import or export budgets and generate budget reports.

ABKA334 – Payroll Liabilities, Superannuation & Reporting

This course will provide guidance on how to set up tracking categories to monitor and analyse different areas of a business, and will include but is not limited to the process for creating tracking categories in Xero, the tracking of budgets and payroll expenses, and how to produce reports with tracking categories.

ABKA336 MYOB Payroll Assessment

Complete a practical case study based assessment using MYOB Payroll.



Official MYOB Test

Receive access to the MYOB test. This contains assessment questions to test your knowledge and understanding of MYOB, based on what you have learned in the Certificate in MYOB AccountRight, Certificate in MYOB Essentials and Certificate in MYOB Payroll. Once you have completed this test, you will be awarded an Advanced Certificate in MYOB, a frequent request of employers.



Start Upskilling Today!

Follow our easy 5-step enrolment process – it only takes a few minutes to get started!



1. Click on 'Get Started Now'



2. Choose your course



3. Proceed to payment



4. Receive login details



5. Start Learning!

Get Started Now

