



INTERNATIONAL  
INSTITUTE OF  
TECHNOLOGY

RTO 21421

For more information about  
courses and how to apply,  
please contact IIT:

Sales: 1300 88 33 46  
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# Mind Your Own Business (MYOB) AccountRight

## Short Course

The Mind Your Own Business (MYOB) Short Course goes through the MYOB AccountRight program and shows you the basic aspects of running your own business with the software.

Using a student edition of AccountRight, our program goes through a business, Child's Play, and their activities for the month of July 2014.

This course is designed to help those running their books for their own company, or an accountant or bookkeeper working for specific business/es. It will assist you in learning how to enter daily financial transactions into the Sales Purchases and Banking Command Centres.

### How Using MYOB Helps Businesses:

#### Stay Ahead of Tax Changes

Make it easy to meet your tax obligations with fast and easy updates including the 2016/17 tax and payroll release. Certified by the ATO as SuperStream compliant.

#### Painless Payroll and Timesheets

Confidently handle PAYG, state-based payroll tax, superannuation and leave, even if you work from timesheets.

#### Easy Project and Job Tracking

Keep an eye on how much time and money has been spent and how it stacks up against your plan.

#### Take Control of your Stock

The inventory management software is so advanced, you'll be able to track what you buy and sell.

### Course Overview

The International Institute of Technology (RTO no.21421) provides quality skills based training courses necessary to become competent in using MYOB for accounting/bookkeeping specific roles.

Entry Requirements	Basic computer skills.
Course Duration	The duration of the course will vary depending on each individual student and their prior experience and knowledge. 12 hours over a maximum of 6 months is the recommended timeframe for students.
Assessments	Short Answer Questions (SAQ). For more information on assessments visit <a href="http://www.iit.edu.au/about">http://www.iit.edu.au/about</a>

Blended Delivery	Blended delivery includes a series of tutorial workshops combined with self-paced study. Our face-to-face workshops create a friendly classroom environment to enable learning in a timely and structured way. The sessions allow students to bounce ideas around with other participants – not to mention the networking opportunities or achievement of corporate team goals. Facilitators are industry professionals with real world experience and take the time to tell their war stories, which help explain the concepts in an exciting way.
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Distance Education	Distance or self-paced learning allows you to start a course when it suits you best. Moreover, it provides you with the flexibility to continue with your other commitments in life, such as work, parenthood and your social life. BEST OF ALL, it gives you access to our Distance Education Team who can discuss concepts and provide feedback on any assessments submitted.
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Topics Covered Within the Course	<ul style="list-style-type: none"> <li>&gt; Open an existing AccountRight company file</li> <li>&gt; Set preferences</li> <li>&gt; Understand linked accounts</li> <li>&gt; Determine which tax codes you need for your business</li> <li>&gt; Process day-to-day sales such as quotes, orders and invoices</li> <li>&gt; Analyse your receivables</li> <li>&gt; Process the receipt of payment from your customers</li> <li>&gt; Create adjustment notes</li> <li>&gt; Create service quotes</li> <li>&gt; Create purchase orders</li> <li>&gt; Email purchase orders</li> <li>&gt; Convert orders and quotes to bills</li> <li>&gt; Analyse payables</li> <li>&gt; Make payments using the Pay Bills window</li> <li>&gt; Enter transactions in the Spend Money and Receive Money windows</li> <li>&gt; Prepare bank deposits for cash and cheques, and credit-card receipts</li> <li>&gt; Customise and print the deposit slip</li> <li>&gt; Reconcile manually using the bank statement</li> <li>&gt; Reconcile manually using the credit card statement</li> <li>&gt; Reconcile automatically by downloading bank statements</li> <li>&gt; Run reports to see how the business is going</li> </ul>
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*IIT cannot guarantee completion as this is dependant on successful achievement of competencies and cannot guarantee employment outcome as IIT have no part in recruitment of external entities. This course is intended for training use only and IIT is not responsible for any issues or errors that occur within your business after doing this course. While every endeavour has been taken to ensure that the information is correct, due to ever-changing legislation and laws, some aspects may not be applicable any more.*



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