



Impact Training Institute
ADVANCED ADMIN / BOOKKEEPING
 2 days course - \$295

This course is for anyone wanting to gain greater insight into the health of their business beyond simple tax and compliance, payroll and/or a fuller understanding of the reporting capabilities in MYOB software. It is useful for people like Retailers or business owners who need to learn how to keep track of stock, anyone who needs to perform periodic reconciliation functions using MYOB accounting software and analysis GST.

After the completion of this course you will receive a certificate of attendance in the course.

- BSBCMN308A – Maintain Financial Records
- FNSACCT407B – Set up and Operate a Computerised Accounting System
- FNSACCT405B – Prepare Financial Statements
- FNSBKPG404A – Carry out Business Activity and installment activity Statement tasks

Course Outline

Reports	<ul style="list-style-type: none"> • Generating reports • Customizing reports • Trail balance • Profit & Loss report • Balance sheet
Setting Up Inventory	<ul style="list-style-type: none"> • Overview Of Inventory • Entering Inventory Items • More Complex Items • Counting Stock And Adjusting Inventory
Working with Inventory	<ul style="list-style-type: none"> • Inventory On A Day To Day Basis • Creating An Auto-Build Item • Checking Inventory Status • Fulfilling Backorders
Reconciliations	<ul style="list-style-type: none"> • Reconciliation Overview • Producing A Reconciliation Report • Accounting For Government Fees • Bank Statements And The GST • Performing A Reconciliation
MYOB and the GST	<ul style="list-style-type: none"> • GST Overview • Tax Inclusive Transactions • Examining Tax Codes • Withholding Tax • Running GST Reports

Business Activity Statement

- Business Activity Statement Overview
- Preparing To Use BASlink
- Running Pre-BAS Reports
- Setting Up The BASlink Worksheet
- Entering Values Directly
- Calculating Your PAYG Instalment
- Creating BAS Transaction Information
- Making The Tax Payment