

# Continuing Professional Education



## MYOB Advanced

<b>Dates:</b>	Wednesday 23 July 2014
<b>Time:</b>	9.00am to 4.00pm
<b>Venue:</b>	Applied Education Level 1, 524 Hay St, Perth WA
<b>Fee:</b>	Member \$349.00 (GST Free) Non-Member \$399.00 (GST Free)
<b>Includes:</b>	Session notes, lunch & tea breaks
<b>CPE Hours:</b>	7

### Introduction & Overview

This popular full-day course is designed to increase the skill set of MYOB users by enhancing their ability to administer the different business types and situations that occur in practice.

### Prerequisites

The MYOB Advanced course assumes an understanding of the topics and concepts covered in the Bookkeeping Using MYOB or MYOB AccountRight courses. It would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

### About the presenter

BRETT THORNETT MIPA

Brett spent the early years of his professional career applying his accounting qualifications in public practice, mostly with Mann Judd. He later held commercial positions in a number of significant organisations including the NSW public utility AGL and has lectured in commercial law, accounting, finance and accounting data applications. Brett joined Applied Education in 2001. His success in training and professional qualifications made him the ideal person to set up Applied Education's Payroll & Office Tax Procedures and Salary Packaging training courses.

### Topics

- Implement budgets and cash flows with automation
- Use identifiers
- Implement Cost Centres including budgets and tracking reimbursable expenses
- Perform advanced reporting
  - Batch reporting
  - Use OfficeLinks with Microsoft Word and Microsoft Excel (create your own letters)
  - Filters and finishing
- Compare organisation types
  - Manufacturing organisations
  - Service organisations
  - Time billing organisations
  - Professional organisations
- Perform advanced inventory
  - Tracking
  - Multiple locations
- Understand and perform advanced payroll
  - Salary sacrifice a notebook/laptop
  - Salary sacrifice superannuation
  - Long service leave
  - Entering holiday pay in advance
  - Termination of employees
  - MYOB with Work Choices requirements
  - Adjusting or making additional pay runs
- Use of the 13th period

### Learning Outcomes

After completing this course you will have the confidence and knowledge of an advanced MYOB user.

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

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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 \_\_\_\_\_

Please indicate how you wish to receive confirmation  Email  Fax  Post

## 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	
	\$349.00	\$399.00	GST Free

*\*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 for: \$ \_\_\_\_\_

Credit Card  Please debit my credit card the sum of: \$ \_\_\_\_\_

Card type  MasterCard  Visa  American Express

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_ / \_\_\_\_\_

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**CANCELLATION POLICY:** Cancellations must be advised in writing at least 6 working days prior to the activity date. An administrative fee of 10% to a minimum of \$27.50 (incl GST) will be incurred for cancellations. A refund will not be granted if a registrant fails to attend an activity or cancels within 5 working days prior to the activity. Course materials will be sent to registrants who cancel in the non-refund penalty period. Substitutions can be made at any time without penalty.  
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