



MYOB COURSES



Online Course
Commence Anytime

v7.11.2025



Applied Education

Accounting, Bookkeeping and Business

Australia's Training Experts Since 1999



Applied Education

MYOB Accounting Software Training

For accountants, bookkeepers and payroll staff

Applied Education has been delivering bookkeeping and payroll courses since 1999. Our mission is to provide participants with career-oriented and job related skills training that will allow them to meet the employment needs of the business community. As an Education Partner of MYOB, we offer training in MYOB's popular small business products - MYOB Essentials and MYOB AccountRight.

Why study a MYOB course?

- Looking to start a career using MYOB software
- Need to stay up-to-date on the latest rates and rulings
- Require formal recognition and CPD hours for past and current knowledge in bookkeeping and payroll

We offer the following course options:

- Certificate in MYOB Bookkeeping (MYOB AccountRight)
- Certificate in MYOB Payroll (MYOB AccountRight)
- Advanced Certificate in MYOB (MYOB AccountRight)
- Certificate in MYOB Business Accounting (MYOB Business Pro & Lite)
- Certificate in MYOB Business Payroll (MYOB Business Pro & Lite)
- MYOB Masterclass Bundle (5 courses)



Experienced Xero Certified Trainers



Comprehensive Training Manuals



Online learning platform



CPD Hours & Certificates of Completion



Instant Access Commence Anytime

| Account Name | Current Balance |
|--------------|---------------------|
| Cash | \$138,214.00 |
| Bank | \$330,220.94 |
| Total | \$468,134.94 |



Applied Education

Certificate in MYOB Bookkeeping using MYOB AccountRight

This comprehensive course is designed to provide skills and knowledge to small business owners, accounts administrators and bookkeepers to complete daily accounting and bookkeeping tasks.

| | | | |
|------------------------|-------------------------|------------------|--|
| Delivery Method | Online | CPD | 6 Hours |
| Start Date | Anytime, instant access | Tutorials | 57 video tutorials covering 13 modules of learning |
| Duration | Max. 12 Months | | |

This course demonstrates how to enter and maintain your accounting data as well as prepare financial reports such as BAS preparation reports and profit and loss reports. On completion, you will be able to:

MYOB Bookkeeping

- Create a new business data file and enter opening balances
- Correctly set up and edit the chart of accounts in MYOB
- Understanding the GST and correctly set up to complete the BAS using MYOB
- Set up customers and suppliers
- Use the Bank Register to enter transactions
- Import bank statements from your online bank account such as credit card in MYOB
- Set up inventory and stock control
- Understand the basic accounting concepts and terminology
- Reconcile the bank account and credit card statements, export ABA files to your bank
- Run trial balance and reports
- Depreciation
- Customise accounting documents
- Reporting and graphs
- Understand the GST & BAS link process and lodging BAS
- Reconcile your BAS lodgements to MYOB
- Verify and validate data for corruption and data entry errors
- Use job codes and department tracking in MYOB
- Year end procedure in MYOB including rolling over your data file
- Import and export customers and other information in MYOB

*Digital (non-printable and non-editable) manuals are included, hard copies can be purchased at additional cost.

| Account Name | Current Balance |
|--------------|---------------------|
| Bank | \$135,214.00 |
| Bank | \$332,928.88 |
| Total | \$468,142.88 |



Applied Education

Certificate in
MYOB Payroll
 using MYOB AccountRight

This comprehensive course is designed to provide skills and knowledge to small business owners, accounts administrators and payroll staff to complete daily payroll tasks.

| | | | |
|------------------------|-------------------------|------------------|--|
| Delivery Method | Online | CPD | 12 Hours |
| Start Date | Anytime, instant access | Tutorials | 40 video tutorials covering 17 modules of learning |
| Duration | Max. 12 Months | | |

This course demonstrates the payroll setup and day-to-day maintenance of employees and associated activities using MYOB AccountRight. Whether your company has one employee or 100 employees, this course will help you simplify your payroll system. On completion, you will be able to:

MYOB Payroll

- Set up the company file and employees including prior accruals
- Load the current tax tables
- Set up payroll categories
- Maintain employee entitlements, allowances and superannuation contributions
- Manage employer payroll expenses
- Pay employees (casual, part time and full time)
- Process adjustments
- Print and email pay cheques and payslips
- Create EFT files to pay employees for electronic direct deposit
- Report payroll for Business Activity Statement (monthly and quarterly)
- Single Touch Payroll
- Pay your tax liability to the ATO
- Validate end-of-year payroll information

*Digital (non-printable and non-editable) manuals are included, hard copies can be purchased at additional cost.

| Account Name | Cash at Bank |
|--------------|---------------------|
| Bank | \$130,214.00 |
| Bank | \$130,214.00 |
| Total | \$468,141.00 |



Applied Education

Advanced Certificate in MYOB

using MYOB AccountRight

This course is designed to support users of MYOB AccountRight with advanced business applications including payroll functions and budgeting.

| | | | |
|------------------------|-------------------------|------------------|--|
| Delivery Method | Online | CPD | 6 Hours |
| Start Date | Anytime, instant access | Tutorials | 18 video tutorials covering 18 modules of learning |
| Duration | Max. 12 Months | | |

Learning materials are packed full of high quality content, step-by-step instructions with visuals and plenty of practice exercises. On completion of the MYOB Advanced course, you will be able to:

Advanced Certificate in MYOB

- Use MYOB to prepare Budgets, access the Statement of Cash Flow Report and classify accounts according to the AASB.
- Use the advanced inventory features of MYOB, including the Auto-build function to buy, sell and track inventory.
- Track and Report Profit Centers using Job Costing or Categories and add budget information to a job.
- Record, track and report transaction information using the Cost Centers feature in MYOB.
- Set up timesheets for time billing and payroll in MYOB, including adding Headings and Subtotals and entering business Activities and Notes and assigning Job numbers to Time Billing invoices
- Setup MYOB for Manufacturers.
- Access Advanced Reporting Filters and Custom Features such as setting up identifiers, as a means of further filtering reports, as well as creating Custom Lists and Custom Fields.
- Set up salary sacrifice in MYOB and utilise payroll features.
- Prepare Payment Summaries.
- Set up Long Service Leave, Employee Reimbursements, Overtime and Penalty Rates, Leave requirements and discuss terminating an employee.
- Set up fixed asset and depreciation accounts in MYOB and learn how to input data to purchase, depreciate and dispose of assets sold.
- Learn about the End of Financial Year process.

The MYOB course utilises learning materials that are packed full of high-quality content, step-by-step instructions with visuals and plenty of practice exercises offering exceptional value to the participant.

*Digital (non-printable and non-editable) manuals are included, hard copies can be purchased at additional cost.

| Account Name | Cash at Bank |
|--------------|---------------------|
| Bank | \$130,214.00 |
| Bank 2100 | \$332,200.00 |
| Total | \$468,141.00 |



Applied Education

Certificate in **MYOB Business Accounting** using MYOB Business Lite & Pro

This comprehensive MYOB Business Accounting Online course will allow participants to attain a strong command of the MYOB cloud-based accounting software, MYOB Business Lite & Pro.

| | | | |
|------------------------|-------------------------|------------------|--|
| Delivery Method | Online | CPD | 5 Hours |
| Start Date | Anytime, instant access | Tutorials | 25 video tutorials covering 13 modules of learning |
| Duration | Max. 12 Months | | |

This course is ideal for accounts administrators, accounts payable & receivable officers, accountants, bookkeepers and small business owners wanting to learn MYOB Business Accounting. You will learn the following accounting functions:

MYOB Business

- Fundamentals of MYOB Essentials
 - Overview
 - Create an account
 - Navigation around MYOB
- Master Data
 - Chart of Accounts
 - Contacts & Suppliers
 - Items
 - Opening balances
- In Tray
- Purchases and Accounts Payable
- Sales
- Banking
 - Statements & Bank Feeds
 - Bank Rules
 - Tax Codes
 - Bank Transfer & Reconciliation
- Corrections and Adjustments
- Customise Invoices
- Reports & Budgets
- Business Activity Statement

*Digital (non-printable and non-editable) manuals are included, hard copies can be purchased at additional cost.

| Account Name | Cash at Bank |
|--------------|---------------------|
| Bank | \$130,214.00 |
| Bank 2100 | \$332,201.99 |
| Total | \$468,141.99 |



Applied Education

Certificate in
MYOB Business Payroll
 using MYOB Business Lite & Pro

This comprehensive MYOB Business Payroll Online course will allow participants to attain a strong command of the MYOB cloud-based accounting software, MYOB Business Lite & Pro.

| | | | |
|------------------------|-------------------------|------------------|--|
| Delivery Method | Online | CPD | 12 Hours |
| Start Date | Anytime, instant access | Tutorials | 29 video tutorials covering 17 modules of learning |
| Duration | Max. 12 Months | | |

This course is ideal for accounts administrators, accounts payable & receivable officers, accountants, bookkeepers and small business owners wanting to learn MYOB Business Payroll. You will learn the following accounting functions:

MYOB Payroll

- Introduction to MYOB Business Payroll
 - Create a MYOB Account
- Payroll Configuration
 - Payroll Configuration
 - Setup Payroll continued
 - Leave Setup
- Employee Setup
 - Employee Set Up Part time
 - Employee Set Up Full time
- Single Touch Payroll
 - STP Set Up
- Process Payroll
 - Processing a Pay Run
 - Payroll reports
- Allowances
 - Allowances - Car
 - Allowances - Tools
 - Allowances - Processing Pay Runs
- Bonuses
 - Bonuses
- Deductions
 - After Tax Deductions - Union Fees
 - After Tax Deductions Child Support
- Leave
 - Leave
- Superannuation
 - Superannuation
 - Reconcile Super
 - Paying Superannuation
- Reconcile Payroll using Reports
- Instalment Activity Statement
- Terminations
 - Terminations
 - Terminations Final Pay
- Payroll Tax
 - Other Payroll Functions
 - Practice Activity
 - End of Year

*Digital (non-printable and non-editable) manuals are included, hard copies can be purchased at additional cost.



Applied Education

What you need to know



100% Online, Self-paced

Study online at your own pace with full flexibility using our student platform.



Study Duration

The course allows up to 12 months to complete. As it's self-paced and online, your completion time depends on your skills, experience, and availability.



Amazing Support

- Expert trainers & assessors
- Dedicated student services team
- Active Online Student Forum
- Student-only Facebook Group (5,000+ members)
- Support phone line (AWST),
Student support: 8am–4pm
Assessors: 8:30am–1pm
- 24/7 Online Support Ticket System



Learning Materials

Includes video tutorials, digital manuals (print is optional), and online activities.



What You'll Need

- Reliable internet connection (resources are online)
- A Windows computer*
- We do **not** provide to MYOB Business software

*MYOB may NOT be compatible with Apple devices, tablets or Chromebooks. Please check with



Payment Plan

We offer a 9-week payment plan to help you get started sooner, with a \$40 administration fee. The first instalment is due on enrolment, with the remaining balance payable over eight equal weekly payments using a valid debit/credit card.

Inspiring excellence through training

Applied Education has specialised in accounting and bookkeeping training since 1999, and it remains our primary focus today. Our commitment is to career-orientated training and outstanding student support.



Applied Education

Simple 3-Step Process

Ready to enrol?

1

Click Enrol Now

Click the button below. Chose your course details, payment options and add to cart.

2

Enrolment Application

Complete the online Enrolment Application with payment details and place order.

3

You're All Done

Congratulations, you can now start your course. Yes, it is that easy.

ENROL NOW

Masterclass Bundle

Includes all 5 MYOB online courses with 12 months unlimited access so you can go back any time and review or refresh a topic. Certificates on completion and **41 CPD hours**.

| Course | Description | Price |
|---|------------------------------|-----------|
| Certificate in MYOB Bookkeeping | 6 CPD Hours, 13-part Course | RRP \$195 |
| Certificate in MYOB Payroll | 12 CPD Hours, 17-part Course | RRP \$195 |
| Advanced Certificate in MYOB | 6 CPD Hours, 18-part Course | RRP \$145 |
| Certificate in MYOB Business Accounting | 5 CPD Hours, 13-part Course | RRP \$195 |
| Certificate in MYOB Business Payroll* | 12 CPD Hours, 17-part Course | RRP \$195 |
| MYOB Masterclass Bundle | 41 CPD Hours, 78-part Course | RRP \$395 |

Digital manuals are included free with course (except*), hard copies can be purchased, starting at **\$39**.