

**MAKING THE MOST OF MYOB Workshop**  
**8.30 am to 3.45 pm**  
**End of Period Reporting and Reconciliation**  
**(text supplied)**  
**Course Outline**

**Description:** This workshop gives a step-by-step approach to give you the skills and knowledge necessary to help you reconcile your company file and prepare for regular periodic and end-of-year reporting, including BAS using BASlink.

**Course Outline**

- Setting up your data file for GST
- The End-of-Period checklist and the Company Data Auditor
- Reconciling Banking Accounts
- Reconciling Accounts Receivable
- Reconciling Accounts Payables
- Reconciling your Inventory
- Reconciling Payroll
- Reconciling GST
- Simplifying BAS reporting with BASlink
- Reports
- Reviewing and providing information to your accountant
- Starting a new payroll and financial year