

# Certificate IV in Accounting and Bookkeeping

FNS40222

GIVING YOU THE SPECIALIST ACCOUNTING AND BOOKKEEPING SKILLS TO SUPPORT YOUR BUSINESS

MYOB Specialty Course - The Certificate IV in Accounting and Bookkeeping qualification delivers learning outcomes in manual double entry bookkeeping and computerised accounting using MYOB. It covers all key accounting functions such as accounts payable and receivable, bank reconciliation and processing journal, payroll, preparing financial statements and preparing a BAS. This qualification will start your accountancy or bookkeeping career.

## Understanding the Essentials

Learn how to process financial transactions and extract interim reports and prepare profit and loss statements as well as balance sheets. Preparing a BAS and using accounting packages are also key parts of this qualification.

## Subject Choices

- Perform Financial Calculations
- Authorising Business Bills with MYOB
- Practical Spreadsheets
- Business Tax Obligations
- Accounting - Step by Step
- Set Up and Maintain a MYOB Accounting System
- Mid Course Survey
- Operating in the Accounting Industry
- Budgeting
- Payroll - MYOB
- Financial Statements and Reports

## Key Course Facts



Start and study anytime



24/7 access to courses



Dedicated student adviser

For more details and current fees please visit our [Certificate IV in Accounting and Bookkeeping](#) page.