

Heather Nowak, B. Com., Dip. Ed.



My speciality is to help you to become an independent user of MYOB.

I will come to your premises and provide the following services:

- * Set up your file to give you maximum benefit by customizing your chart of accounts, and forms such as invoice and statement.
- * Direct you in such a way that you use the program in the most efficient manner.
- * Provide a summary of the procedures you will need to use.
- * Provide tuition/instruction in the use of the program.
- * Return at mutually agreed times to assist with tasks such as bank Reconciliations, year end procedures, payroll and scanning the file prior to giving to your accountant.
- * Liaise with your accountant to ensure that the setup will provide the appropriate output for your needs.

I find that an average initial setup time is four hours (add more time for payroll, a network environment and/or inventory setup) Two to four follow up visits is the norm. My hourly charge is \$80, with a minimum of \$160 per visit. I receive calls from clients and happily assist here free of charge.



I am happy to provide reference sites for you to ring.

Please call me on 07 55475333
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