



MYOB Training

MYOB For Business

Fast Track

MYOB can handle all your general business management needs, including invoicing and account tracking. Utilise powerful tax and compliance systems to take care of GST and BAS requirements.

Who Should Do This Course?

This course is intended for first time users of MYOB business management software who wish to learn how to use the program to look after the general management of a small to medium business.

About The Course

During this 2 day course, participants will learn to increase productivity by using MYOB for a broad range of business purposes. A hand on approach is taken and the exercises are designed to impart relevant skills and knowledge by having participants work through real life examples and scenarios.

Prerequisites

This course is designed for participants with little or no previous knowledge of MYOB. However, it would be very beneficial to have a general understanding of personal computers and the Windows operating system

Duration: 2 days

Class size: 10 students max

Level: Beg / Adv

Time: 9.00am - 5.00pm

Locations: Liverpool / Parramatta

Price: \$795 inc GST

Course ID - **CSAMYOB-MB-1-2010**

After the course?

Each student will receive:

- Certificate of completion
- Training Manual
- Free class re-sit (if necessary)

To Register *(see over)*

Fax 8852 2550

Ph 8852 2500

General Content

You will be shown how to create a Company and enter income expenses, create reports, do BAS and all the usual book-keeping operations involved in running a Company or Business

Modules Include

- Basic orientation
- Creating a new company file
- Chart of accounts
- Opening balances
- Historical balances
- The card file
- Setting up inventory
- Purchasing
- Selling
- Invoicing techniques
- Receivables
- Working with inventory
- Cheques
- Reconciliations
- Working with reports
- MYOB and the GST

Courses Run Every Month

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Registration Details (please use capitals) Course ID CSAMYOB-MB-1-2010

Name _____ **Organisation** _____

Position _____ **Current User** Yes/No

Ph _____ **Mobile** _____ **Email** _____

MYOB For Business

On receipt of registration you will be contacted and advised of available dates and provided with payment details (fees payable prior to commencement).

Content

Unit 1: Basic Orientation

- Overview of MYOB
- Starting MYOB in MS Windows
- The MYOB screen
- Navigating the Command Centre
- Using the Command Centre
- Finding transactions
- Company viability
- Exiting MYOB
- Other things to know about MYOB
- Basic orientation quick reference

Unit 2: Creating a new company file

- Getting ready for MYOB
- Creating a new company file
- Activating your company file
- Creating a new company file quick reference

Unit 3: Chart of accounts

- Chart of accounts overview
- Modifying existing accounts
- Header and detail accounts
- Deleting accounts
- Linking accounts
- Checking tax codes

Unit 4: Opening balances

- Opening balances overview
- Entering opening balances
- Opening balances
- Checking your balance sheet
- Checking your profit and loss
- Preparing for electronic banking
- Chart of accounts quick reference

Unit 5: Historical balances

- Historical balances overview
- Checking update preferences
- Entering customer balances
- Entering supplier balances
- Historical balances quick references

Unit 6: Cards

- Cards overview
- Entering customer details
- Entering supplier details
- Changing credit terms
- Choosing a form layout
- Cards quick reference

Unit 7: Setting up inventory

- Overview of inventory
- Entering inventory items
- More complex items
- Counting stock and adjusting inventory
- Setting up inventory quick reference

Unit 8: Purchasing

- Purchasing overview
- Simple purchasing
- Raising a purchase order—printing P/O's
- Emailing purchase orders
- Receiving items without the bill
- Obtaining quotes
- Completing quotes
- Restocking from inventory
- Purchasing quick reference

Unit 9: Paying for purchases

- Payments overview
- Determining the state of your payments
- Finding due dates
- Locating a specific order or bill
- Making payments
- Paying for purchases quick reference

Unit 10: Selling

- Sales overview
- Creating an item invoice
- Checking the sale journal
- The invoice from hell
- Printing & emailing invoices
- Entering cash sales
- Selling quick reference

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Content

Unit 11: Invoicing Techniques

- More invoicing techniques
- Placing items on back order
- Creating a service invoice
- Raising a credit note
- Setting the credit
- Invoicing techniques quick reference

Unit 13: Working with inventory

- Inventory on a day to day basis
- Creating an auto build item
- Checking inventory status
- Auto building inventory
- Fulfilling backorders
- Working with inventory quick reference

Unit 15: Reconciliation

- Reconciliation overview
- Producing a reconciliation report
- Accounting for Government fees
- Bank statements and GST
- Performing a reconciliation
- Reconciliations quick reference

Unit 17: MYOB & GST Overview

Unit 12: Receivables

- Receivables overview
- Applying payments
- Applying payments and multiple invoices
- Preparing a bank deposit
- Printing an invoice and activity statement
- Analyzing sales performance
- Receiving payment quick reference

Unit 14: Cheques

- Banking overview
- Writing cheques
- Recurring cheques
- Using a recurring cheque
- Printing cheques
- Receiving money
- Cheques quick reference

Unit 16: Working with reports

- Overview of reports
- Generating reports
- Customising reports
- Changing reports
- Changing orientation
- Reporting in MS Excel
- Reports quick reference

- **Unit 18: Business activity statement overview**

Register Now!

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