

Duration: Two 3-hour sessions

Associated courses: None

MYOB Introduction

Description	Pre-requisites
<p>MYOB is the premium account package used by small businesses and home users throughout Australia. This workshop is designed and conducted by a certified MYOB consultant. Whether you are new to MYOB or have some basic MYOB skills, this workshop will help you to develop the skills you need to perform a variety of accounting functions. The workshop is best run as two distinct 3-hour sessions, maybe a week apart, to enable you to practice your new skills and return to the second session with more confidence and some questions.</p> <p>You may undertake the workshop during the evening if you wish. It can also be run as one-on-one training. Telephone support is available for 30 days after completion of the course.</p> <p>Please note that the course does not cover the Payroll elements of MYOB. Training for this can be arranged separately.</p>	None

CONTENTS

<p>MYOB Basics</p> <ul style="list-style-type: none">Understanding MYOB featuresUnderstanding how MYOB handles the GST. <p>Working with Accounts</p> <ul style="list-style-type: none">Working with the Accounts list.Adding, deleting, and amending the Chart of Accounts. <p>Working with Inventory Items</p> <ul style="list-style-type: none">Setting up and linking. <p>Handling customers & suppliers</p> <ul style="list-style-type: none">Setting up cards for Customers and Suppliers.	<p>Purchases & Stock</p> <ul style="list-style-type: none">Purchasing stock.Working with non-stock amounts.Handling Credit Notes.Selling stock & non-stock amounts. <p>Paying Bills</p> <ul style="list-style-type: none">Understanding the purchase cycle.Producing Purchasing Reports. <p>Receiving Customer Payments</p> <ul style="list-style-type: none">Understanding the Sales cycle.Producing Sales Reports. <p>Spending and Receiving Money</p> <ul style="list-style-type: none">Working with non-bill and non-sales transactions	<p>Depositing money</p> <ul style="list-style-type: none">Preparing a bank deposit.Preparing a bank reconciliation statement.Producing deposit reports. <p>Producing GST Reports</p> <p>A review of MYOB reports</p> <p>Customising Forms</p> <p>Data Security</p> <ul style="list-style-type: none">Backing up and restoring your data
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