



MYOB Training

Fast Track to MYOB

Who Should Do This Course?

This course is intended for people who wish to learn how to use MYOB to create invoices, purchase orders, manage inventory and generally operate a small business. This course is designed for participants with little or no knowledge of the software. However, an understanding of files and the Windows environment would be beneficial.

Duration: 2 days

Class size: 10 students max

Times: 9:00am - 5:00pm

Price: Refer to our website for current course and package pricing

After the course?

Each student will receive:

- Certificate of completion
- Training manual
- 12 months FREE email support
- FREE class re-sit (if necessary)

About The Course

This course aims to increase productivity by providing the skills and knowledge to use MYOB for a broad range of business purposes.

A hands-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.

Learning Outcomes

Upon successful completion of this course, participants will be able to:

- start, navigate around, and exit from MYOB
- create a new company file in MYOB
- modify a chart of accounts to suit specific business needs
- enter account opening balances into a new company file
- enter historical balances for customers and suppliers
- enter customer and supplier details into MYOB's card file
- setup inventory for a new company file
- use the purchasing features of MYOB
- pay for purchases that have been made from suppliers
- make sales to customers
- deal with more complex invoicing matters
- record customer payments
- work with inventory on a day-to-day basis
- write cheques to make payments
- perform a bank reconciliation
- produce a variety of business related reports
- understand how MYOB is used to track GST
- use MYOB's BASlink to produce a Business Activity Statement.

Content

Unit 1: Basic Orientation

- Overview Of MYOB
- Starting MYOB In Microsoft 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
- Preparing For Electronic Banking
- Chart Of Accounts Quick Reference

Unit 4: Opening Balances

- Opening Balances Overview
- Entering Opening Balances
- Opening Balances
- Checking Your Balance Sheet
- Checking Your Profit And Loss
- Opening Balances Quick Reference

Unit 5: Historical Balances

- Historical Balances Overview
- Checking Update Preferences
- Entering Customer Balances
- Entering Supplier Balances
- Historical Balances Quick Reference

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 Purchase Orders
- Emailing Purchase Orders
- Receiving Ordered Items
- 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 Sales Journal
- The Invoice From Hell
- Printing Invoices
- Emailing An Invoice
- Entering Cash Sales
- Selling Quick Reference

Unit 11: Invoicing Techniques

- More Invoicing Techniques
- Placing Items On Back Order
- Creating A Service Invoice
- Viewing Your Invoices
- Raising A Credit Note
- Settling The Credit
- Invoicing Techniques Quick Reference

Unit 12: Receivables

- Receivables Overview
- Applying Payments
- Applying Payments To Multiple Invoices
- Preparing A Bank Deposit Slip
- Printing An Invoice Statement
- Printing An Activity Statement
- Analysing Sales Performance
- Receiving Payments 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 14: Cheques

- Banking Overview
- Writing Cheques
- Recurring Cheques
- Using A Recurring Cheque
- Printing Cheques
- Receiving Money
- Cheques Quick Reference

Unit 15: Reconciliations

- Reconciliation Overview
- Producing A Reconciliation Report
- Accounting For Government Fees
- Bank Statements And The GST
- Performing A Reconciliation
- Reconciliations Quick Reference

Unit 16: Working With Reports

- Overview Of Reports
- Generating Reports
- Customising Reports
- Changing Orientation
- Reporting In Microsoft Excel
- Reports Quick Reference

Unit 17: MYOB And The GST

- GST Overview
- Tax Inclusive Transactions
- Examining Tax Codes
- Withholding Tax
- Examining GST Accounts
- Running GST Reports
- MYOB And The GST Quick Reference

Unit 18: Business Activity Statement

- Business Activity Statement Overview
- Preparing To Use BASlink
- Creating Additional GST Account Numbers
- Running Pre-BAS Reports
- Setting Up The BASlink Worksheet
- Entering Values Directly
- Calculating Your PAYG Instalment
- Creating BAS Transaction Information
- Making The Tax Payment
- Business Activity Statement Quick Reference.

Looking for course dates?

To view a full list of course dates, please visit our website at www.dynamicwebtraining.com.au

Alternatively please contact our office on **1300 888 724**