

Training Venue : Unit KA3-2-13, Block KA3, Kuchai Avenue,
No. 39, Jalan Kuchai Maju 13, Kuchai Entrepreneur Park,
Off Jalan Kuchai Lama, 58200 Kuala Lumpur, Malaysia.

* Accounting
* Payroll
* Point of Sales

MYOB Accounting Basic Course

Course description

This course is ideal for participants with no experience in MYOB Accounting software, and who wants to learn how to operate MYOB confidently. This course will enable participants to acquire working knowledge of how to process the daily transactions using MYOB Accounting software.

Course duration : 9.30am to 5.00 pm

Learning Outcome

By the end of the course, the participant will learn how to confidently navigate and operate the MYOB Accounting software. You will learn how to set up the relevant chart of accounts, tax codes, and customer and supplier card files. You will learn how to record payment of expenses, and credit purchase and credit sales transaction for a service business, and print relevant financial reports.

Course Outline – MYOB Accounting Basic Course

Setting up MYOB files

- Overview of MYOB Accounting software
- MYOB Navigation Tools
- Create new company data file
- Setup accounts list (chart of accounts)
- Assign GST Tax codes to Accounts list
- Setup customer cards & assign GST tax codes
- Setup Supplier Cards & assign GST tax codes
- Preference & Security settings

Accounting for Daily Operations

- Record journal entries
- Process banking transactions
- Process Sales (service sales)
- Process Purchases (service purchase)
- Record payments from customers
- Process payments to suppliers

Reports and System Maintenance

- Bank Reconciliation
- Basic Reporting – Generate, View and Review important financial reports
 - Income Statement, Balance Sheet
 - Debtors Aging / Supplier aging
- GST 03 form
- System maintenance – backup, verify and optimise datafiles