
Managing your Business with MYOB Accounting software.

About the courses

Nowadays, it is almost unthinkable to prepare a set of accounts without the use of any accounting software.

In a GST environment, it is very important to automate the accounting process because the GST reports are required to be submitted on a quarterly basis (or monthly basis depending on the situation).

The use of accounting software enables you to capture accurate records of accounting information, and you are less likely to make errors in the tax declarations.

MYOB software is a software program created for the purpose of business management. It is a great tool to help you manage your accounts and monitor your receivables, payables and stock.

Our courses are ideal for anyone who wants to learn how to set up your MYOB business files correctly and process essential business transactions using MYOB Accounting / MYOB Premier software.

The **basic course** is designed for someone who is entirely new to MYOB. You will learn how to confidently navigate and operate the MYOB system, and set up the relevant chart of accounts, tax codes, and customer and supplier card files. Thereafter, you will proceed to enter payment transactions, and credit purchase and credit sales transaction for a service business, and print relevant financial reports.

The **inventory management course** is designed for someone who has a basic understanding of MYOB and who knows how to navigate around the software. Participants will learn how to monitor project profitability, and will learn how to record sales and purchase transactions involving inventory, and monitor inventory levels. .

The **advance course** is designed for participants with a working knowledge of MYOB. Participants will explore MYOB's hidden features, and learn some shortcut and tricks of the trade. The advance course will cover budgeting, and handling transactions in multiple currencies..

All courses are conducted by an experienced MYOB certified consultant, who is an accountant by training. Our trainer is also a HRDF approved trainer.

Participants will work on individual PC's for hands on training, using exercises which reflect real-life examples and scenarios.

All our courses are designed to be completed within 1 day. Our course fees include

- a training guide
- 6 months support via email and remote online.

All fees are claimable for HRDF.

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 and restore

MYOB Inventory Management Course : Course description

This course is designed for participants who have a basic understanding of MYOB software and knows how to navigate confidently around the software, and who now wants to pick up additional skills in inventory and project management.

Course duration : 9.30am to 5.00 pm

Learning Outcome

By the end of the course, the participant will learn how to monitor project profitability, and will learn how to record sales and purchase transactions involving inventory, and monitor the inventory levels

Course Outline - MYOB Inventory Management Course

Project Management – setup

- Setup Job list & categories for tracking project profitability
- Tracking reimbursables for Projects

Inventory Management – setup

- Perpetual vs periodic Inventory system
- Understanding the link between Inventory, Sales & Cost of Sales
- Create relevant account codes to track Inventory
- Setup Inventory lists (non-inventoried and inventoried items)
- Enter opening stock quantity and value

Working with Inventory Transactions

- Purchases Inventoried & non-inventoried items
- Create Purchase Orders (PO) and receive goods into stock
- Sales of Inventoried and non-inventoried items
- Create Quotes, Sales Order (SO) and Tax Invoices
- Handling Returned Inventory (Credit Notes)
- Handling back orders
- Converting SO to PO, PO to Bill, SO to Invoice
- Inventory Adjustment & Stock Take adjustments
- Settle returns and credits
- Handle deposits and advance payment
- GST considerations
- Invoicing customer for reimbursable items

Inventory Reports

- Inventory Reconciliation Report
- Sales & Purchases Analysis by Items / Customer / Salesman / Job

MYOB Accounting Advance Course : Course description

This course is designed for participants with working knowledge of MYOB and wants to explore MYOB's hidden features and learn some shortcuts and tricks of the trade. The advance course will cover budgeting and handling transactions in multiple currencies, and time billing features

Course duration : 9.30am to 5.00 pm

Learning Outcome

By the end of the course, you will have learnt how to handle transactions involving foreign currencies, and would have learnt how to customise various information in MYOB, and really get your MYOB company file working for your business. Be prepared to be amazed at how much time could be saved and how organised you become!

Course Outline - MYOB Accounting Advance Course

MYOB Advance Topics

- Handling multiple currencies
- Budgeting
- Time Billing
- Cash Flow Reporting
- Customised Forms and Invoices
- Importing & Exporting Data
- Year End processing

Tips and Tricks when using MYOB software

- Setup and use Recurring Transactions to speed data entry
- Use the To-Do List to remind you of important tasks
- Find Transactions in MYOB
- Using the Audit Trail
- Record extra customer information that is meaningful to your business
- Use the mail merge feature to automatically generate personalised letters
- Set up user profiles and passwords to restrict staff access
- Troubleshoot out-of-balance figures in AR and AP
- Handle bad debts and GST implications

Q & A

Troubleshooting session