
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 **beginner's 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, customer and supplier card files. Thereafter, you will proceed to enter transactions involving cash, and purchase and sales transaction for a service business, and print relevant financial reports.

The **intermediate 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 enter transactions involving inventory, and monitor debtors, creditors and inventory, and fulfil the GST obligations.

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 courses include

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

All fees are claimable for HRDF.

Course Outline

MYOB Beginner's Course - RM 650.00 (1 day 9.30 am to 5.00 pm)	MYOB Intermediate Course – RM 650.00 (1 day 9.30 am to 5.00 pm)
<p><i>Designed for participants with no experience in MYOB, and who wants to learn how to operate MYOB confidently</i></p> <p>Setting up MYOB files <i>To enable participants to get started and begin using MYOB Accounting / MYOB Premier</i></p> <ul style="list-style-type: none"> - Overview of MYOB Accounting software - MYOB Navigation Tools - Create new company data file - Setup accounts list (chart of accounts) - Assign tax codes to Accounts list - Setup customer cards & assign tax codes - Setup Supplier Cards & assign tax codes - Preference & Security settings <p>Accounting for Daily Operations <i>To enable participants to acquire working knowledge of the essential business processes using MYOB Accounting / MYOB Premier.</i></p> <ul style="list-style-type: none"> - Record journal entries - Process banking transactions - Process Sales (service sales) - Process Purchases (service purchase) - Record payments from customers - Process payments to suppliers <p>Reports and System Maintenance</p> <ul style="list-style-type: none"> - Bank Reconciliation - Basic Reporting - Generate & View <ul style="list-style-type: none"> - Income Statement, Balance Sheet - Debtors Aging - Supplier aging - GST 03 form - System maintenance – backup and restore 	<p><i>Designed for participants with basic understanding of MYOB and who wants to pick up the skills in inventory management.</i></p> <p>Opening Balances</p> <ul style="list-style-type: none"> - Account opening balances - Opening balances - Debtors & Suppliers - Initial bank reconciliation - Generate reports of opening balances <p>Project Management – setup</p> <ul style="list-style-type: none"> - Setup Job list & categories for tracking project profitability - Tracking reimbursables for Projects <p>Inventory Management – setup</p> <ul style="list-style-type: none"> - 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 <p>Working with Inventory Transactions</p> <ul style="list-style-type: none"> - 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 - Settle returns and credits - Handle deposits and advance payment <p>Inventory Reports</p> <ul style="list-style-type: none"> - Inventory Reconciliation - Sales & Purchases Analysis by items

**MYOB Advance Course – RM 650.00
(1 day 9.30 am to 5.00 pm)**

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

You will learn how customise various information in MYOB, and really get your MYOB company file working for your business. Prepare to be amazed at how much time could be saved and how organised you become!

MYOB Advance Topics

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