

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 Inventory Management Course

Course description

This course is designed for participants who have a basic understanding of MYOB software and knows how to navigate 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