
MYOB – Time Billing

National Competency Standard (BSB07):
BSAFIN304A Process payroll



Objectives

The course is designed for existing MYOB users who wish to extend their knowledge and learn how to make effective use of the time billing features. A hands-on approach is taken during this course. The exercises are designed to impart relevant skills and knowledge by having participants work through real-life examples and scenarios.

Pre-Requisites

Participants should be familiar with setting up a new company and using the day to day features of MYOB such as invoicing and purchasing.

Duration

Half-day.

Course Outcomes

At the completion of this course you will be able to:

1. Commence using the time billing facility of MYOB.
2. Create time billing activity slips.
3. Create invoices for time billing.
4. Track your work in progress.
5. Run a number of time billing reports.

Course Content

Time Billing Setup

- Overview Of Time Billing
- Setting Time Billing Preferences
- Understanding Billing Rates
- Setting Billing Rates For A Customer
- Setting Billing Rates For A Vendor
- Setting Billing Rates For Employees
- Creating An Activity Income Account
- Creating Activities

Time Billing Activity Slips

- Overview Of Activity Slips
- Creating A Single Activity Slip
- Creating Multiple Activity Slips
- Using The Timer
- Reviewing Activity Slips

Time Billing Invoices

- Time Billing Invoices Overview
- Preparing Time Billing Invoices
- Preparing A Partial Invoice
- Checking Completed Work
- Creating An Invoice In The Sales Window
- Printing Time Billing Invoices

Tracking Work In Progress

- Overview Of Tracking Work In Progress
- Determining Work In Progress
- Creating Work In Progress Accounts
- Creating An End Of Month Journal Entry
- Checking Your Records
- Creating A Reversing Journal Entry

Time Billing Reports

- Overview Of Time Billing Reports
- Producing An Activity List
- Producing An Activity Log
- Producing An Activity Slip Report
- Creating A Productivity Report