



NDA

TRAINING TASMANIA

RTO Provider Code: 60034

MYOB – Set Up and Operation

National Competency Standard (ICT):

BSBFIA301 Maintain financial records

BSBFIA303 Process accounts payable and receivable

Course Objectives

On completion of this course, attendees will be able to use MYOB to set up accounts and process accounts in a small business or for a department in a larger business. A hands-on approach is taken during this course. The detailed, step-by-step exercises are designed to impart relevant skills and knowledge by having participants work through real-life examples and scenarios.

Pre-Requisites

Those attending this course should be familiar with personal computers and be competent in the use of the keyboard and mouse. A basic understanding of manual accounting techniques would also be of great assistance.

Duration

2 Days

Course Outcomes

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| <ol style="list-style-type: none">1. Start, navigate around, and exit from MYOB2. Create a new company file3. Modify a chart of accounts to suit specific business needs4. Enter customer and supplier details into the card file5. Enter account opening balances and historical balances for customers and suppliers6. Setup inventory for a new company file7. Make purchases from suppliers8. Pay for purchases | <ol style="list-style-type: none">9. Make sales to customers10. Record customer payments11. Work with inventory on a day-to-day basis12. Use the Banking module for receipts and payments13. Perform a bank reconciliation14. Produce a variety of business-related reports and export them to other formats15. Understand how MYOB is used to track GST16. Use MYOB's BASlink to produce a Business Activity Statement. |
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Optional Assessment

This is a nationally recognised training program. Participants who successfully complete the optional assessment component of this course will receive a Statement of Attainment for the unit(s) of competency outlined above (additional fee applies – please enquire when you book). Exercises completed during the course will be used as evidence towards unit competency. Participants who choose not to be assessed will receive a Certificate of Attendance.

MYOB – Set Up and Operation

Course Content

Introduction to MYOB

- Starting MYOB
- The Menubar
- The Command Centre
- Icon Bar
- Flow Chart Area
- Utility Menus
- Windows
- Management
- Toolbars and Action Buttons
- Tabs
- Date Fields
- Drop-Downs and Arrows
- Detail Arrows
- Calculator
- File Management
- Saving and Undo
- Backup and Restore
- Help

Creating A New Company File

- New Company File Assistant
- Activation Options

Chart Of Accounts

- The MYOB Accounts Structure
- Detail Accounts
- Header Accounts
- Creating New Accounts
- Modifying Existing Accounts
- Deleting Accounts
- Inactive Accounts

The Card File

- Creating New Cards
- Modifying Cards
- Deleting Cards
- Inactive Cards

Opening Balances

- Entering Account Opening Balances
- Entering Historical Balances

Inventory Setup

- Entering Inventory Items
- Ordinary Items
- Units of Measure
- Auto Build Items

- Entering Inventory Opening Balances

Purchases

- The Purchasing Life Cycle
- Layouts
- Entering a Purchase
- Quotes
- Purchase Orders
- Receiving Items

Paying for Purchases

- The Purchases Register
- The To Do List
- Find Transactions
- Making Payments

Selling

- The Purchases Register
- The To Do List
- Find Transactions
- Making Payments

Receiving Payments

- The Sales Register
- The To Do List
- Find Transactions
- Receiving Payments

Managing Inventory

- Checking Inventory
- Items List
- Items Register
- Adjust Inventory
- Building an Auto-Build Item

Banking

- Making Payments
- Receiving Payments
- Recurring Payments

Reconciliations

- The Pre-Reconciliation Report
- Reconciliation

Reports and Exporting

- Built-in Reports
- Exporting Reports
- Customising Reports

Goods and Services Tax

- Tax-Free Purchases and Sales

MYOB – Set Up and Operation

- Tax-Exclusive Invoicing
- Supplier without ABN
- GST Accounts
- GST Reports

Business Activity Statements

- BAS Setup