



NDA

TRAINING TASMANIA

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MYOB Setup and Operation

Course Cost

\$ 750

Duration

2 Days

Locations

- Hobart
- Launceston

Course Dates

Course dates can be found on the training calendar on the NDA website:

www.nda.com.au

If there are no dates listed, please email:

bookings@nda.com.au

to express interest in the course.

More Information

For more information on any of our courses or services please email:

bookings@nda.com.au

or visit the NDA website at:

www.nda.com.au

National Competency Standard

BSBFIN302 – Maintain financial records

BSBFIN301 – Process financial transactions

Prerequisites

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 is desirable.

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.

Learning Outcomes

- Create a new company file
- Modify a chart of accounts to suit specific business needs
- Enter customer and supplier details into the card file
- Enter account opening balances and historical balances
- Setup and manage inventory
- Make and pay for purchases from suppliers
- Make and receive payments for sales to customers
- Use the Banking module and perform reconciliations
- Produce a variety of business-related reports and export them to other formats
- Understand how MYOB is used to track GST
- Use MYOB's BASlink to produce a Business Activity Statement

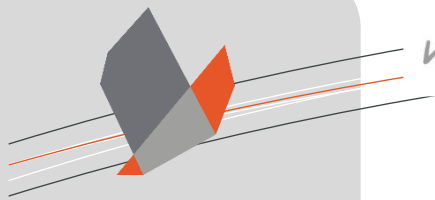
Optional Assessment

This course is part of 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 of competency aligned to the training course.

Exercises and activities 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.

PER UNIT FEE: \$150



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MYOB Setup & Operation Course Content

RTO Provider:60034

NDA Launceston

Level 1, 65 St John Street
Launceston TAS 7250
03 6334 4910

NDA Hobart

Level 3, 110 Collins Street
Hobart TAS 7000
03 6224 2660

NDA North West

4B, 21 Alexandra Road
Ulverstone TAS 7315
03 6423 4547

Private Training

This training can be delivered as a private course for your organisation and can be customised for your needs. The training can be delivered either on-site or at NDA.

Please contact us for further information and to be provided with a quote.

Introduction to MYOB

- Starting MYOB
- The user interface
- File Management
- Help

Creating A New Company File

- New Company File Assistant
- Activation Options

Chart Of Accounts

- Detail and header Accounts
- Creating, modifying and deleting accounts

The Card File

- Creating New Cards
- Creating, modifying and deleting cards

Opening Balances

- Entering Account Opening Balances
- Entering Historical Balances

Inventory Setup

- Entering Inventory Items
- Units of Measure
- Auto Build Items
- Entering Inventory Opening Balances

Purchases

- The Purchasing Life Cycle
- Layouts
- Quotes, Purchase Orders and bills
- Receiving Items

Paying for Purchases

- The Purchases Register
- The To Do List
- Find Transactions
- Making Payments
- Selling
- The selling Life Cycle
- Layouts
- Quotes, Orders and invoices

Managing Inventory

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

Banking

- Making and receiving Payments
- Recurring Payments
- Reconciliations

Reports and Exporting

- Built-in Reports
- Exporting Reports
- Customising Reports

Goods and Services Tax

- Tax-Free Purchases and Sales
- Tax-Exclusive Invoicing
- Supplier without ABN
- GST Accounts And reports
- GST Reports

Business Activity Statements

- BAS Setup