

## Course Aims

This course will introduce new users to the concepts of Mind Your Own Business.

## Learning Outcomes

Upon completion of this course the participant will be able to:

- use and modify a chart of accounts
- enter historical balances
- create, modify and print purchase orders, invoices and sales documents
- use the chequebook
- work with the GST
- create reports



## Training Method

Training is conducted by professional trainers, using hands on exercises and user practise to consolidate concepts.

## Prerequisite

Participants must have good mouse skills. It is to your advantage if you have used other Microsoft Office based applications and know how to use menus, toolbars and other typical screen components.

## Course Content

### Getting Started with MYOB

- Basic Orientation
- MYOB Help
- Starting a New Data File

### Chart of Accounts

- Customising the Chart of Accounts
- Creating New Accounts
- Header Accounts
- Entering Opening Balances

### Tax Codes & GST Accounts

- The Business Activity Statement
- Setting up & Editing Tax Codes

### Card File

- Entering Customer & Vendor Details
- Changing Credit Terms
- Employee Cards

### Chequebook

- Writing Cheques
- Using Recurring Cheques
- Credit card Transactions

### Making Deposits

- Deposit Transactions
- Using the Cash Drawer
- Recurring Deposits

### Reconciliation

- Producing a Reconciliation Report
- Journal Adjustments
- Reconciling Accounts

### Sales

- Invoice Types
- Entering Sales

### Cash Sales

- Printing Invoices
- Customising Invoices

### Payments & Refunds

- Analysing Accounts Receivable
- Making Payments
- Credits & Refunds

### Purchases

- Set up Accounts Payable
- Creating & Receiving Pending Orders
- Printing and Locating Purchase Orders

### Vendor Payments

- Entering Payments
- Refunds & Adjustments

### GST Reports

- Running a GST Report
- Making a GST Payment
- Electronic BAS Form

### Reports

- Generating and Customising Reports
- Analysing Profit and Loss

**\*\* PAYROLL and Inventory are available as 3 hour workshops each \*\***

Please contact our Training Consultants for further information

**Your trainer, David Box is a MYOB Certified Consultant**