

MYOB

A 2 day course delivered by Charles Darwin University.

COURSE INFORMATION

This course aims to show the student how to use MYOB accounting software for performing most of the common accounting operations associated with running a small business, including sales, purchasing, inventory control, and GST and BAS accounting.

LEARNING OUTCOMES

Participants who complete this course should be able to:

- start, navigate around, and exit from MYOB
- create a new company file in MYOB
- modify a chart of accounts to suit specific business needs
- enter account opening balances into a new company file
- enter historical balances for customers and suppliers
- enter customer and supplier details into MYOB's card file
- setup inventory for a new company file
- use the purchasing features of MYOB
- pay for purchases that have been made from suppliers
- make sales to customers
- deal with more complex invoicing matters
- record customer payments
- work with inventory on a day-to-day basis
- write cheques to make payments
- perform a bank reconciliation
- produce a variety of business related reports
- understand how MYOB is used to track GST
- use MYOB's BASlink to produce a Business Activity Statement

COURSE CONTENT

This course covers the following areas:

- Creating a new Company
- Chart of accounts
- Opening balances
- Historical balances
- Setting up inventory
- Purchasing
- Invoicing techniques
- Receivables
- Working with inventory
- Cheques
- Reconciliations
- MYOB reports
- Business activity statement

FOR MORE INFORMATION CONTACT

T. 08 8946 6065

E. shortcourses@cdu.edu.au

W. www.cdu.edu.au/aimcourses