

INTRODUCTION TO MYOB

A 2 day course delivered by Charles Darwin University.

Learning outcomes

To provide each participant with the skills and knowledge you will need to understand the purpose and basic concepts of MYOB to gain the capacity to record data for your business

Course content

This course covers the following areas:

INTRODUCTION TO MYOB

- Module Overview
- Accounting Basics
- Accounting Elements
- Double Entry Bookkeeping Rules

ACCOUNTS MODULE

- Create a new Company File
- Create Chart of Accounts
- Customise Accounts list
- Linked Accounts
- GST (Tax) Codes
- Opening Balances

CARD FILE MODULE

- Create Customer Cards
- Create Supplier Cards
- Create Employee Cards
- Check Preference

BANKING MODULE

- Spend Money
- Receive Money
- Prepare Bank Deposits
- Reconcile Accounts

SALES MODULE

- Enter Sales
- Receive Payments
- Print/Email invoices
- Print/Email Statements

PURCHASES MODULE

- Enter Purchases
- Pay Bills
- Print Cheques
- Print/Email Remittance Advices

PAYROLL MODULE

- Payroll Set-up
- Customise payroll categories
- Enter Timesheets
- Process Payroll
- Payroll Reports including PAYG and Super

INCLUSIONS

- Backing up your Company File
 - Restoring your Company File
 - BASlink
 - Utilise Job Costings
-