

MYOB

Level 1

BSBFIA303 Process accounts payable and receivable
Nationally Endorsed Industry Competency

Darwin

**Human Resource &
Computer Academy**

training for your future

GENERAL INFORMATION

Duration

3 x half days

Cost

\$550 GST Exempt
includes \$45 training manual

Prerequisite

Experience with Microsoft Windows and use of a mouse.

Objectives

To provide a thorough understanding of the comprehensive concepts and skills that will enable the participant to effectively use MYOB.

Methodology

Group and individual instruction, hands on, practical exercises, visual aids, comprehensive course documentation.

Competency Assessment

This will be issued to students upon completion of training.

Expected Outcomes

By the end of the course the participant should be able to use the following functions and features of MYOB.



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TRAINING

For bookings contact

Tel: (08) 8941 2344
Training@dhrc.com
www.dhrc.com
RTO # 6893

CONTENT

Basic Orientation

- Overview of MYOB
- Starting MYOB in Microsoft Windows
- The MYOB Screen
- Navigating the Command Centre
- Using the Command Centre
- Finding Transactions
- Company Viability
- Exiting MYOB
- Other Things to Know About MYOB

Creating a New Company File

- Getting Ready for MYOB
- Creating a New Company File
- Activating Your Company File

Chart of Accounts

- Chart of Accounts Overview
- Starting MYOB With a Specific File
- Modifying Existing Accounts
- Header and Detail Accounts
- Deleting Accounts
- Linking Accounts
- Checking Tax Codes
- Preparing for Electronic Banking

Opening Balances

- Opening Balances Overview
- Entering Opening Balances
- Opening Balances
- Checking Your Balance Sheet
- Checking Your Profit and Loss

Historical Balances

- Historical Balances Overview
- Changing Update Preferences
- Entering Customer Balances
- Entering Supplier Balances

Cards

- Cards Overview
- Entering Customer Details
- Entering Supplier Details
- Changing Credit Terms
- Choosing a Form Layout

Setting Up Inventory (optional)

- Overview of Inventory
- Entering Inventory Items
- More Complex Items
- Counting Stock and Adjusting Inventory

Purchasing

- Purchasing Overview
- Simple Purchasing
- Raising a Purchase Order
- Printing Purchase Orders
- Emailing Purchase Orders
- Receiving Ordered Items
- Receiving Items without the Bill
- Obtaining Quotes
- Completing Quotes
- Restocking from Inventory

Paying for Purchases

- Payments Overview
- Determining the State of Your Payments
- Finding Due Dates
- Locating a Specific Order or Bill
- Making Payments

Selling

- Sales Overview
- Creating an Item Invoice
- Checking the Sales Journal
- The Invoice from Hell
- Printing Invoices
- Emailing an Invoice
- Entering Cash Sales

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Suite 2/2 Shepherd Street, Darwin
GPO Box 1815, Darwin NT 0801

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CONTENT (Continued)

Invoicing Techniques

- More Invoicing Techniques
- Placing Items on Back Order
- Creating a Service Invoice
- Viewing Your Invoices
- Raising a Credit Note
- Settling the Credit

Receivables

- Receivables Overview
- Applying Payments
- Applying Payments to Multiple Invoices
- Preparing a Bank Deposit Slip
- Printing an Invoice Statement
- Printing an Activity Statement
- Analysing Sales Performance

Working with Inventory (optional)

- Inventory On a Day to Day Basis
- Creating an Auto-Build Item
- Checking Inventory Status
- Auto-Building Inventory
- Fulfilling Backorders

Cheques

- Banking Overview
- Writing Cheques
- Recurring Cheques
- Using a Recurring Cheque
- Printing Cheques
- Receiving Money



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Reconciliations

- Reconciliation Overview
- Producing a Reconciliation Report
- Accounting for Government Fees
- Bank Statements and the GST
- Performing a Reconciliation

Working with Reports

- Overview of Reports
- Generating Reports
- Customising Reports
- Changing Orientation
- Reporting in Microsoft Excel

MYOB and the GST

- GST Overview
- Tax Inclusive Transactions
- Examining Tax Codes
- Withholding Tax
- Examining GST Accounts
- Running GST Reports

Business Activity Statement

- Business Activity Statement Overview
- Preparing to Use BASlink
- Creating Additional GST
- Account Numbers
- Running Pre-BAS Reports
- Setting Up the BASlink Worksheet
- Entering Values Directly
- Calculating Your PAYG Instalment
- Creating BAS Transaction Information
- Making the Tax Payment

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