

MYOB

Level 2

BSBFIA303 Process accounts payable and receivable
Nationally Endorsed Industry Competency

Darwin

**Human Resource &
Computer Academy**

training for your future

GENERAL INFORMATION

Duration

3 Half Days

Cost

\$550 GST Exempt
includes \$45 training manual

Prerequisite

Experience with Windows and
MYOB Introductory functions.

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 Outcome

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



NATIONALLY RECOGNISED
TRAINING

For bookings contact:

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

CONTENT

Customising MYOB

- Overview of Customising
- Changing Start Up and Closure
- Changing Sales and Purchase Preferences
- Reports and Form Preferences

File Management

- File Management Overview
- Creating File Associations
- Verifying a Data File
- Creating a Backup
- Restoring a Backup File

Security in MYOB

- Overview of Security
- Setting the Administrator Password
- Opening a File with a Password
- Creating User Profiles
- Working with a User Account
- Deleting Unwanted User Profiles

Data Mining In MYOB

- Data Mining Overview
- Creating a Custom List
- Using a Custom List
- Creating Custom Fields
- Using Custom Fields
- Creating Identifiers
- Applying Identifiers
- Printing a List of Identifiers
- Advanced Searching
- Advanced Reporting
- Custom Reports

Petty Cash

- Petty Cash Overview
- Setting Up For Petty Cash
- Raising a Petty Cash Float
- Accounting for Petty Cash

Credit Cards

- Credit Card Overview
- Spending Using a Credit Card
- Mixed GST Spending
- Paying Bills with a Credit Card
- Reconciling the Credit Card Account
- Paying Your Credit Card Account

Point Of Sales

- Point Of Sales Overview
- Linking To Undeposited Funds
- Creating a Generic Customer
- Cash Sales at the Counter
- Credit Card Sales at the Counter
- Banking Daily Sales Revenue
- Creating a Merchant Expense Account
- Accounting for Merchant Fees
- Reconciling Counter Sales
- With Your Banking

Fixed Assets

- Overview of Fixed Assets
- Creating Accounts for Fixed Assets
- Receiving Loan Monies
- Purchasing a Capital Asset
- Making Loan Repayments
- Recording Depreciation
- Selling an Asset
- Writing off The Asset

Job Tracking

- Overview of Job Tracking
- Creating a Header Job
- Creating Sub Jobs
- Creating Job Budgets
- Using Jobs
- Checking Job Status
- Creating a Reimbursable Expense
- Checking the Reimbursable List
- Invoicing Reimbursements

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CONTENT (continued)

MYOB and Word Processing

- Word Processing Overview
- Sending Personalised Letters
- Creating Individual Letters
- Creating Mailing Labels
- Creating a New Letter Template
- Using a New Letter Template

MYOB and Spreadsheets

- Spreadsheets Overview
- Sending Cards to Excel
- Sending Sales Data to Excel
- Formula Gotchas

End of Month

- End of Month Overview
- Reconciling the Bank Account
- Performing a GST Check-Up
- Checking Customer & Supplier Balances
- Checking Your Payroll Obligations
- Fulfilling Payroll Obligations
- Checking the Inventory Balance

End of Year

- End of Year Overview
- Creating Stock Take
- Adjustment Accounts
- Performing Stock Take Adjustments
- Entering Depreciation
- Writing off Bad Debts
- Settling the Bad Debt
- Understanding Prepayments
- Pro Rata Prepayment Adjustment
- Accrued Expenses
- Starting a New Financial Year
- Start of Year Adjustments

Customising Forms

- Overview of Customising Forms
- Creating a New Custom Form
- Understanding the Forms Toolbar
- Setting Form Properties
- Previewing a Form
- Working with Text Fields
- Adding a New Data Field
- Deleting Unwanted Objects
- Working with Lines
- Formatting Fields
- Shading Fields
- Inserting a Picture
- Running the New Form
- Changing a Custom Form.



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