

## Get Started Here

MYOB is a popular accounting program designed for small business.

One-on-One Personal Computer Training provides a comprehensive introduction to MYOB and will enable your students to become productive with the product..

## Learning Outcomes

This course is designed for people who are new to accounting software. It covers the essential features people need to use MYOB.

At the end of the course, the student will be able to:

- ☞ Understand the terminology of accounting software
- ☞ Set up MYOB for an organisation
- ☞ Perform day-to-day activities using MYOB
- ☞ Produce documents such as invoices, bills and orders
- ☞ Perform end-of-month and end-of-financial-year tasks
- ☞ Keep records necessary for the GST
- ☞ Save time with features such as the New Data File Assistant and recurring transactions
- ☞ Keep track of inventory and contacts
- ☞ Produce common business reports such as balance sheets and profit & loss statements
- ☞ Perform management activities
- ☞ Improve productivity with MYOB

## Structure

The course is organised in a series of lessons, each of which addresses a particular functional area of the product. Basic concepts are introduced first. Later materials build on these basics until the student has a sound grasp of the principles involved.

Each lesson starts with a list of learning outcomes for the lesson. Subject matter in the lesson is interspersed with practical exercises to illustrate the material covered. At the end of each lesson there is a:

- ☞ Summary of the lesson, including a list of the skills learned and important terms
- ☞ Questionnaire to test the student's understanding of the lesson
- ☞ Case study for revision or for fast students.

The manual includes a table of contents, an index, a glossary of important terms, tips and review exercises.

## Contents

### Level 1 (Day 1)

- ☞ Introduction to accounting and terminology
- ☞ Starting and leaving MYOB
- ☞ Command Centre, Command Panel, zoom arrows, search lists, backup, verifying data, Help
- ☞ Chart of accounts
- ☞ Opening balances and historical balances
- ☞ Setup information for sales, purchases and inventory
- ☞ New Data File Assistant and Easy Setup Assistant
- ☞ Creating card files for customers and suppliers
- ☞ Inventory setup
- ☞ Bills, orders and paying vendors
- ☞ Invoicing customers and receiving payments from customers
- ☞ Printing a form and batch printing

### Level 2 (Day 2)

- ☞ Payments by cheque and credit card
- ☞ Petty cash and deposits
- ☞ Inventory prices, stocktakes and inventory levels
- ☞ Reports and filters
- ☞ To Do list, Inquiry registers and MYOB Analyst
- ☞ Budgets
- ☞ End-of-month activities
- ☞ Balance sheet and profit & loss reports
- ☞ Working with the GST
- ☞ General ledger and journals
- ☞ Recurring transactions
- ☞ Credit notes, returns and bounced cheques
- ☞ End-of-financial-year transactions

## Prerequisites

Students should already be familiar with PCs and Windows but no experience is necessary in Accounting Practices.

## Enquiries

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