

Computer Accounting Solutions Pty Ltd

MYOB Training Courses

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Max 3 participants per session
Content flexible to suit individual needs
All training includes take home training manual
Training centre located in quiet, pleasant, environment (Ormeau)
Please ring/email/fill out enquiry form to confirm dates

Full Day Courses \$395
9.30am start, 3.30pm finish - includes lunch

MYOB Basics (MYOBB)

MYOB flow chart
Opening a data file
The Command Centre
Entering Cash spending and receipts
Bank Reconciliation
Entering Sales Invoices
Entering Payments against Invoices
Entering a Sales Invoice using an Item Layout
Entering Purchases & Pay Bills
Reporting

MYOB Beyond the Basics (MBTB)

Tips for Efficient Use of MYOB
Upgrading an AccountRight Data File
Bad Debts
Handling Credit Cards
Creating Credits & Adjustments
Understanding Financial Reports
Petty Cash
Creating “.aba” Files
Using the Job Function
Understanding Ageing
Backup/Restore
Using Contact Notes & Alerts
Bank Feeds
Reversing Transactions
User Access
Directors Loans
Emailing
Customising The Card List Window

MYOB For Accountants (MYOBA)

What Makes MYOB Tick?
Essential Skills & Tips
Common Mistakes
Health Check List

MYOB Payroll (MYOBP)

Introduction
Setting up Payroll
Setting up Employee Cards
Entering Pays
SuperStream
Reporting
Payment Summaries

MYOB Bookkeepers Special (MBKS)

Basic Windows concepts
Understanding the basic “structure” of a data file
Reporting
Copying/Backing Up
Restoring
Efficient Use of MYOB
Moving through MYOB
Using the calculator
Using Finding transactions/Advance Search
Setting up reports to be easily accessible
File arrangement
Typing dates
Using Session Reports
Using Contact Alert (Reminder Card)
Using the Electronic Payments
Understanding & using ageing
Security in MYOB – passwords & user privileges
Customizing Financial Reports

All training includes take home training manual

Half Day Courses \$295

9.30am start, 12.30pm finish - includes morning tea

MYOB for Accountants (MYOBA.5)

What Makes MYOB Tick?

1. Linked Accounts
2. Tax Codes
3. Preferences
4. Accounts List

Essential Skills & Tips

1. Your file in a “Nutshell”
2. Using Advanced Search
3. Debt/Creditors Control Accounts Out of Bal
4. Handy Reports
5. Bad Debts
6. Correcting Entries Change Linked Account

MYOB For Teachers (MYOBT.5)

What Makes MYOB Tick?

1. Linked Accounts
2. Tax Codes
3. Preferences
4. Accounts List

Using Advanced Search

Teaching Resources

MYOB Payroll (MYOBP.5)

Setting up Employee Cards

Entering Pays

SuperStream

Reporting

End of Financial Year (EOFY.5)

Payroll summaries

Checking your file at year end

Preparing for June 30 BAS

Adjusting your file after final accountants report

Turnover

Creating an MYOB file (CAMF.5)

This training session is designed to show you how to correctly set up an MYOB file.

The course does not cover entering data to the file

Using “Create a File”

Customizing

Tax Code List

Accounts List

Linked Accounts

Preferences

Forms

Setting up Payroll (standard requirements)

Setting up Item Codes

Creating Recurring Entries

Setting up Jobs

Setting up Customizable lists and fields

MYOB Reporting (MYOBR.5)

Overview of reporting buttons

Using the Customize Button

Saving Custom Reports

Using Batch Reporting

Using Wildcards

Understanding some basic reports

Inventory (INVT.5)

Physical/Perpetual Inventory Explained

Setting up Item Codes

Customizing Item Invoices

Entering Orders/Purchases

Entering Orders/Sales

Back Orders Adjusting/Transferring Stock

Stock Count

Inventory Reconciliation

Reporting using item information

All training includes take home training manual

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