

# Computer Accounting Solutions Pty Ltd

# MYOB Training Courses

0413620742



www.accountingsolutions.com.au  
heather@accountingsolutions.com.au



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 \$495**  
**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    \$325

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*

[www.accountingsolutions.com.au](http://www.accountingsolutions.com.au)