



Mind Your Own Business.

MYOB Accounting / Premier Basic Course Outline

Course description

If you're an MYOB user who wants to make sure your business files are set up correctly for the most efficient use possible, then this course is just what you're looking for. Whether you're setting up to get started or are already working with existing company files, you'll learn the right way to set up all the relevant accounts, tax codes, card files and inventory items.

Day 1

Getting Started with MYOB accounting

To enable participants to get started and begin using MYOB Accounting / MYOB Premier / MYOB Premier Plus by setting up the following:

- Introduction: Basic accounting terminology
- Overview of MYOB accounting software
- MYOB Navigation Tools
- Create new data files
- Setup Accounts List and opening balances
- Setup card files – customer, supplier, employee and personal cards
- Setup Sales details and assign customers opening balances
- Setup Purchases details and assign suppliers opening balances
- Initial Bank Reconciliation
- Generate reports that relate to opening balances
- System Maintenance: Back up & restore

Day 2

Day-To-Day Processing

To enable participants to acquire working knowledge of the essential business processes using MYOB Accounting / MYOB Premier / MYOB Premier Plus, which covers the following:

- Recording Journal Entries
- Processing Banking Transactions
- Sales Management
- Purchases Management
- Reports - generate and print
- Preference & Security settings

Prerequisites:

- Microsoft Windows experience and basic accounting is an advantage

Exercise:

- Quizzes & Exercises to reinforce the learning experience
- Discussion on answers relating to exercises

Training details:

Duration: 2 days
Time: 9am to 5pm
Cost: \$700.00 (inclusive of 7% GST)
Venue: Training Centre, Asian Business Software Solutions Pte Ltd (*trading as MYOB South Asia*)
33 Ubi Avenue 3, #08-67 Vertex Tower A, Singapore 408868.

For registration & enquiries, please contact us at

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