



Mind Your Own Business.

# MYOB Inventory Course Outline

## Course description

This course provides comprehensive instruction in utilising inventory features in MYOB Premier / MYOB Premier Plus to its fullest potential. You will learn how to account for inventory transactions to ensure accurate and timely records are maintained.

## Day 1

To enable participants to acquire knowledge to better manage inventory using MYOB Accounting / MYOB Premier / MYOB Premier Plus which covers the following:

- Understanding MYOB Inventory terms
- Create relevant accounts codes
- Create non-inventoried items
- Assign Inventory Opening Balances
- Understand the link between Inventory, Sales & Purchases
- Create Sales Invoices
- Create Purchase Orders, Bill
- Handling Returned Inventory (Credit Notes)
- Handling backorders
- Converting SO to PO, PO to Bill, SO to Invoices
- Create Auto-Build item – promotion / package / hamper item
- Building Auto-Build items
- Preferences – Standard Costs
- Handling Receive item without Supplier invoices
- Set Item Price
- Month End Count Inventory
- Inventory Adjustment
- Year End Rollover for Item Movement Entries
- \*Create item code & price matrix
- \*Assign specific price level and sales layout for customers
- \*Setup Multiple Locations
- \*Handling Negative Inventory
- \*Relocation of Inventory (transfer / move items)

*\* Only available in MYOB Premier / MYOB Premier Plus*

## 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: 1 day  
Time: 9am to 5pm  
Cost: \$299.00 (inclusive of 7% GST)  
Venue: Asian Business Software Solutions Training Centre (Singapore)  
305 Alexandra Road # 05-07, Vantage Automotive Centre, Singapore 159942.

For registration & enquiries, please contact us at

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