



Mind Your Own Business.

MYOB RetailManager Course Outline

Course description

This course provides comprehensive instructions in utilising and maximising the rich features and benefits available to you in MYOB RetailManager. Users will learn how to set up day to day transactions and administrative tasks.

Note: This course has been designed for MYOB RetailManager version 10 (Singapore Edition)

Day 1

- Set up shop front (company file)
- Create Staff, Supplier & Customer records
- Process sales transactions
- Manage inventory ; ordering and receiving stocks
- Streamline stocktaking
- Print customer bar code labels
- Email transactions – invoices, quotes, sales orders, customer statement
- Work out GST and integrate with selected MYOB accounting software
- Transfer information from MYOB RetailManager to selected MYOB accounting software
- End of day procedures

Prerequisites:

- Microsoft Windows experience is compulsory and basic accounting is an advantage

Exercise:

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

Training details:

Duration: 1 day
Time: 9am to 5pm
Cost: \$375.00 (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

Tel: (65) 6505 6582 | Fax: (65) 6505 6577 | Email: training.sg@myob.com.sg | Web: www.myob.com.sg