



Mind Your Own Business.

MYOB Time Billing Course Outline

Course description

If your business bills clients for time, this course will help you track every minute and task performed, as well as analyse the profitability of your jobs (MYOB Premier / MYOB Premier Plus only).

Learn how to keep track of time taken to complete jobs and activities, including monitoring costs and charges, so you can accurately invoice your customers to ensure you get paid properly for your time.

Day 1 - 2 hours only

Time Billing

To enable participants to learn the Time Billing features and how to invoice customer

- Creating Accounts Codes
- Setting up Activity Codes
- Setting up Billing Rate – Customer & Employee
- Recording Activity Slips
- Prepare Time Billing Invoices

Other Advanced Features

- Job Management
- Categories
- Budgeting
- Designing your business statements
- Year End Processing

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 hours
Time: 2pm to 4pm
Cost: \$99.00 (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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