

*This course is designed to provide users with a solid grounding in the use of MYOB to track company accounts and finances. It is intended for people who wish to know how to use MYOB to manage company accounts, create purchase orders and sales invoices, track creditors and debtors and fulfil BAS and GST obligations.*

### Pre-Requisites

It is recommended that students have basic experience with the underlying Microsoft Windows environment, and have basic navigation and data entry skills.

### Duration

2 Days

### Cost

\$550 + GST per person

(Includes training manual, certificate, lunch, morning and afternoon tea.)

### Contact Details

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### Course Content

#### Basic Orientation

- Overview Of MYOB
- Starting MYOB In Microsoft Windows
- The MYOB Screen
- Navigating The Command Centre
- Using The Command Centre
- Finding Transactions
- Company Viability
- Exiting MYOB

#### Creating A New Company File

- Getting Ready For MYOB
- Creating A New Company File
- Activating Your Company File

#### Chart of Accounts

- Chart Of Accounts Overview
- Starting MYOB With A Specific File
- Modifying Existing Accounts
- Header And Detail Accounts
- Deleting Accounts
- Linking Accounts
- Checking Tax Codes
- Preparing For Electronic Banking

#### Opening Balances

- Opening Balances Overview
- Entering Opening Balances
- Opening Balances
- Checking Your Balance Sheet
- Checking Your Profit And Loss

#### Historical Balances

- Historical Balances Overview
- Changing Update Preferences
- Entering Customer Balances
- Entering Supplier Balances

## Cards

- Cards Overview
- Entering Customer Details
- Entering Supplier Details
- Changing Credit Terms
- Choosing A Form Layout

## Setting Up Inventory

- Overview Of Inventory
- Entering Inventory Items
- More Complex Items
- Counting Stock And Adjusting Inventory

## Purchasing

- Purchasing Overview
- Simple Purchasing
- Raising A Purchase Order
- Printing Purchase Orders
- Emailing Purchase Orders
- Receiving Ordered Items
- Receiving Items Without The Bill
- Obtaining Quotes
- Completing Quotes
- Restocking From Inventory

## Paying For Purchases

- Determining The State Of Your Payments
- Finding Due Dates
- Locating A Specific Order Or Bill
- Making Payments

## Selling

- Creating An Item Invoice
- Checking The Sales Journal
- The Invoice From Hell
- Printing Invoices
- Emailing An Invoice
- Entering Cash Sales

## Invoicing Techniques

- More Invoicing Techniques
- Placing Items On Back Order
- Creating A Service Invoice
- Viewing Your Invoices
- Raising A Credit Note
- Settling The Credit

## Receivables

- Receivables Overview
- Applying Payments
- Applying Payments To Multiple Invoices
- Preparing A Bank Deposit Slip
- Printing An Invoice Statement
- Printing An Activity Statement
- Analysing Sales Performance

## Working With Inventory

- Inventory On A Day To Day Basis
- Creating An Auto-Build Item
- Checking Inventory Status
- Auto-Building Inventory
- Fulfilling Backorders

## Cheques

- Banking Overview
- Writing Cheques
- Recurring Cheques
- Using A Recurring Cheque
- Printing Cheques
- Receiving Money

## Reconciliations

- Reconciliation Overview
- Producing A Reconciliation Report
- Accounting For Government Fees
- Bank Statements And The GST
- Performing A Reconciliation

## Working With Reports

- Generating Reports
- Customising Reports
- Changing Orientation
- Reporting In Microsoft Excel

## MYOB And The GST

- GST Overview
- Tax Inclusive Transactions
- Examining Tax Codes
- Withholding Tax
- Examining GST Accounts
- Running GST Reports