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# MYOB

## Setting Up

business2BASIX is a business dedicated to training people in the use of bookkeeping software, particularly MYOB. All of our courses are held at our training room at Grange, SA. We close to public transport, train and bus.

Courses are run in small groups (maximum of 8) and led by a qualified MYOB instructor and accountant.

The following is a summary of the courses that we run and their contents, so that you can choose the course or courses that meet your needs.

(Please note: a MYOB training book is included in the course fee)

Get up and running properly with MYOB. Learn how to set up all the relevant accounts, tax codes, card files and inventory items correctly. Also learn how to migrate existing accounts into MYOB, backup and recover data files.

### Who should attend

- Anyone new to MYOB who wants to learn the best way to set up their company file from the outset
- Anyone who wants to understand the structure of an existing company file and check that it is set up correctly to ensure efficiency of their software

### Prerequisites

- Basic PC experience required
- No prior MYOB experience is assumed

### Course Content

- Introduction to basic accounting terminology
- Create information cards for customer, supplier & employee records
- Navigate within MYOB Accounting
- Set up inventory & service items
- Create a new company file for your business
- Set up a list of accounts
- Set up tax codes
- Enter opening balances & bring existing accounts into MYOB
- Back up & restore company files

**Duration: 1 day, 9.30am - 4:30pm**

**Cost: \$299.00**



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## Day-to-Day Processes

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(Please note: a MYOB training book is included in the course fee)

Designed to give you a working knowledge of the essential business processes using MYOB business management software, this course will take you from entering sales and purchases right through to reconciling the bank account.

### Who should attend

Anyone who has already set up their MYOB company file and wants to learn how to use the MYOB business management software for basic day-to-day processing.

### Prerequisites

- Basic PC experience required
- Basic MYOB experience is assumed

### Course Content

- Create customer quotes, orders & invoices
- Record supplier payments
- Record money received & spent
- Process customer payments
- Deal with petty cash
- Create adjustment notes for sales returns
- Prepare & print bank deposits
- Create supplier quotes, purchase orders & bills
- Complete a bank reconciliation

**Duration: 1 day, 9.30am - 4:30pm**

**Cost: \$299.00**



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## End of period reconciliation and BAS

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(Please note: a MYOB training book is included in the course fee)

### Who should attend

This course is relevant to all businesses, and will assist anyone who needs to perform periodic reconciliation functions using MYOB accounting software.

### Prerequisites

- Basic PC experience required
- Knowledge from the 'Advanced processes: beyond day-to-day' course is required

### Course Content

- Find and fix imbalances when reconciling your bank account
- Review your financial reports
- Reconcile your accounts receivables, accounts payables and inventory
- Start a new financial and payroll year
- Review and reconcile payroll information - PAYG & Superannuation
- Provide information to your accountant via MYOB
- Reconcile your GST Control Accounts
- Generate and customise reports in MYOB
- Complete your BAS using BASlink
- Backup, restore and optimise your company file

Duration: 1 day, 9.30am - 4:30pm

Cost: \$329.00

Learn how to reconcile your MYOB company file and prepare for regular periodic and end-of-year reporting, including completing your BAS using BASlink, correcting data imbalances, reconciling GST and super, preparing data for your accountant and more.



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Learn how to set up your payroll and process your employee pay runs. We cover customising payroll categories, loading tax tables, making adjustments, doing reconciliations, managing superannuation and producing end of year payment summaries.

# MYOB

## Payroll Management

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(Please note: a MYOB training book is included in the course fee)

### Who should attend

Anyone using or considering the payroll function within their MYOB software.

### Prerequisites

- Basic PC experience required
- Knowledge from the 'Advanced processes: beyond day-to-day' course is required

### Course Content

- Set up payroll
  - Load Tax Tables
    - Link Payroll Accounts
    - Enter general payroll information
    - User access and payroll restrictions
- Reconcile Payroll information periodically
- PAYG and Superannuation
- Print payslips
- Pay employees electronically
- Manage your annual leave and sick leave accruals
- Enter employee payroll details
- Manage your superannuation obligations
- Customise payroll categories
- Process end of payroll year activities including payment summaries
- Process pay runs
- Start a new payroll year
- Process adjustments to correct Payroll errors

Duration: 1 day, 9.30am - 4:30pm

Cost: \$329.00



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## Inventory Management

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The following is a summary of the courses that we run and their contents, so that you can choose the course or courses that meet your needs.

(Please note: a MYOB training book is included in the course fee)

Manage your stock smarter with MYOB's Inventory Module. Topics include using the Auto Build function to construct inventory items, back ordering, performing stocktakes, adjusting inventory item prices and reconciling inventory.

### Who should attend

Retailers or business owners who need to learn how to keep track of stock.

### Prerequisites

- Basic PC experience required
- Knowledge from the 'Advanced processes: beyond day-to-day' course is required

### Course Content

- Understand the difference between perpetual and periodic inventory.
- Perform inventory stocktakes
- Create an inventory item and set up opening balances
- Adjust inventory balances
- Use the Auto Build function to construct inventory items
- Transfer inventory items
- Back ordering
- Modify inventory item prices
- Purchase stock
- Use inventory reports
- Sell stock
- Reconcile inventory

Duration: 1 day, 9.30am - 4:30pm

Cost: \$329.00



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# MYOB Bookkeeping for Beginners

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The following is a summary of the courses that we run and their contents, so that you can choose the course or courses that meet your needs.

(Please note: a MYOB training book is included in the course fee)

## Who should attend

People with little or no experience of basic bookkeeping or MYOB software

## Prerequisites

- Basic PC experience required
- No prior MYOB experience is assumed

## Course Content

### Manual Bookkeeping techniques include:

- Accounting concepts & terms
- Debits & credits and the accounting equation
- Source documents
- Keeping a record of business activity in Sales, Purchases, Cash Receipts, Cash Payments and General Journals
- Maintaining the balances in the General Ledger, and the debtors and creditors ledgers
- Bringing your books to Trial Balance stage
- Preparing a Bank Reconciliation report

### Computerised Bookkeeping techniques include:

- Creating a new company file, backing up and restoring.
- Setting up an Accounts List to record expenses, revenues, assets and liabilities
- Setting up and creating customers and suppliers
- Setting up an inventory and service items list
- Recording sales and adjustments, purchases, customer and supplier payments
- Recording banking transactions to keep track of money spent and received
- Reconciling the bank account

This course introduces the basic fundamentals of bookkeeping, including manual bookkeeping as well as computer skills. Topics include basic accounting concepts, invoicing, maintaining your cashbook, financial reporting and bank reconciliations

Duration: 4 days, 9.30am-4:30pm Cost: \$979.00