

BUSINESS FINANCIAL TRAINING

MYOB ACCOUNTING (AN INTRODUCTION)

DURATION

E-Learning: 21 hours

COURSE OBJECTIVES

After completing this course, participants should be able to:

- Display an understanding of double entry bookkeeping
- Undertake computer accounting functions, including general ledger, sales and purchases
- Understand goods and services tax and legislation
- Establish basic Chart of Accounts

COURSE OUTLINE

- Accounting Theory
 - Overview of MYOB
 - Definitions
 - Reports
- MYOB Setup
 - New Accounts
 - Account Numbers
 - Command Centres
 - Card Files
 - General Ledger
 - Administration
 - Purchases
 - Bank Reconciliation
 - Chequebook
 - Sales
 - Goods and Services Tax (GST)
 - Print Chart of Accounts
 - Passwords & Security
 - Delete Accounts
 - Change Existing Accounts
- Navigating MYOB
 - Dialogue Boxes
 - Tab Key
 - Shift Tab
 - Left & Right Arrows
 - Enter
 - Autofeed Arrows
- Card Files
 - Create a New Card
 - Options Available within Each Card
- Journals
 - Entering Transactions
 - Deleting Transactions
 - Altering Transactions
 - Recurring Entries
- Create a New Datafile