

<b>Course Title</b>	<b>Introduction to MYOB accounting software package</b>
Purpose	To teach participants how to use the most common modules in MYOB Accounting/Premier software. To instruct on how to use good accounting processes and applying these to MYOB.
Performance Objective	Participants will be able to process standard business transactions in the MYOB software program.
Content	<ul style="list-style-type: none"> <li>• Setting up a Company file and Chart of Accounts</li> <li>• General overview of MYOB command centre</li> <li>• Inventory module – setting up items</li> <li>• Sales module, creating invoices, receiving payments</li> <li>• Purchases module</li> <li>• Banking module</li> <li>• General Ledger</li> <li>• Reconciliations</li> <li>• Finding transactions</li> <li>• Correcting mistakes by reversing transactions</li> <li>• Entering transactions and doing bank reconciliations.</li> <li>• GST returns</li> <li>• Reports, e.g. Profit &amp; Loss, Balance sheet, Aged debtors report</li> <li>• General Questions</li> <li>• Card file and contact alerts</li> </ul>
Process	<p>Taught in two stages</p> <ol style="list-style-type: none"> <li>1. Step by step guidance on entering transactions and producing results from MYOB</li> <li>2. Complete a set of exercises based on what was learnt in stage one.</li> </ol>
Entry Requirements	<p>This course is aimed at people who work at or own small to medium sized businesses and who want to or are processing their own accounting information, whether it be creating customer invoices, entering bank transactions, preparing GST returns etc.</p> <p>It would also suit people seeking employment and wanting to improve</p>

	<p>their skills.</p> <p>People are expected to be comfortable using Microsoft Windows and to be able to manipulate standard functions such as:</p> <ul style="list-style-type: none"> <li>• My Computer</li> <li>• Menus</li> <li>• Copy/Cut/Paste</li> <li>• Minimise/Maximise</li> <li>• Opening multiple windows etc.</li> </ul>
Duration	<p>In total – six hours.</p> <p>Split up into two separate sessions of 3 hours each.</p>
Capacity	<p>Up to six people</p>
Assessment Procedures	<p>Questionnaire on usefulness of course content and client satisfaction will be carried out at the end of the course</p>
Special Notes – what people need to bring	<p>What is not covered in the course (these are separate programs):</p> <ul style="list-style-type: none"> <li>• MYOB Payroll</li> <li>• MYOB Cashbooks</li> </ul> <p>What is covered:</p> <p>MYOB and AccountRight</p> <ul style="list-style-type: none"> <li>• Business Basics</li> <li>• Accounting</li> <li>• Premier</li> <li>• Enterprise</li> </ul> <p>Participants need to bring a calculator and pen.</p> <p>Participants will have time to ask questions about their own MYOB issues so come prepared with a few questions if applicable.</p> <p>I have checked with MYOB and there will not be any problems with</p>

	availability of software to install on your computers.
Cost	My charge: \$360 plus GST.
What need at venue	<p>White board and pens</p> <p>Handouts.</p> <ul style="list-style-type: none"><li>• 23 page Workbooks. A photocopy for each participant.</li><li>• Assessment form</li><li>• Certificate</li></ul> <p>A computer for each participant, with MYOB software installed on each.</p> <p>Tea/coffee and muffins</p>