



## Course Benefits

This 2 day MYOB course is aimed at those who have little or no experience of using MYOB, and are either a business owner, bookkeeper or in an administration role.

The course will show you how to confidently navigate around MYOB, and perform day-to-day tasks such as entering customer invoices, expenses and banking information and producing the BAS.

MYOB can help you run your business more efficiently in many ways, including allowing you to:

- Keep real-time track of your business financials
- Accurately record wages, payroll and superannuation obligations
- Produce your BAS quickly and easily
- Keep real-time track of your stock
- Create templates for recurring transactions
- View outstanding supplier payments at a glance
- Keep track of orders you have placed
- Track customer information for marketing purposes
- Manage your debtors with built-in debt collection letter using mail merge...

... so, you can...

- Save hundreds of dollars on Accountant / Bookkeeping fees
- Spend more time working on your core business

### **What our clients say...**

*“The tutor was very helpful and explained everything in detail, making it easy to understand. I will save lots of time and not have as many errors through a better understanding of MYOB.”*

*[Emily Walker, Eletech]*

*“The trainer can take complex software programs and explain how you can best use them in an easy-to-understand way. I highly recommend EasyPC Training to any company wanting to update their computer skills to improve their daily work productivity.”*

*[Craig Wyld, The Profit Doctor]*

*“Very tailored and customised to suit my needs. Very detailed. Extremely useful. Trainer thinks of all functions that I'll need to know, even those outside of course agenda.”*

*[Chia Wei Kretschmer, Farmout Pty Ltd]*

### Course Content (2 Days)

#### ***Bookkeeping basics***

- Profit and Loss
- Balance sheet
- Debits and Credits

#### ***Using MYOB***

- MYOB accounting products
- Navigating around MYOB
- Company information
- MYOB settings

#### ***Accounts list***

- Understanding the accounts list
- Adding new accounts
- Editing accounts
- Deleting / de-activating accounts
- Linked accounts

#### ***Tax codes***

- Understanding tax codes
- Adding new tax codes
- Deleting tax codes

#### ***Card files***

- Customer card files
- Supplier card files

#### ***Purchases***

- Enter Bill or Spend Money?
- Entering cash purchases
- Entering credit purchases
- Using the Purchases Register
- Using the To Do List
- Payables report
- Paying suppliers
- Viewing the Bank Register

#### ***Sales***

- Enter Sales or Receive money
- Entering cash sales
- Entering credit sales
- Using headers and subtotals
- Using the Sales Register
- Printing customer invoices
- Using the To Do List
- Receivables report
- Printing customer statements
- Receiving customer payments
- Printing customer receipts
- Viewing the Bank Register

#### ***Banking***

- Preparing a bank deposit
- Reconciling the bank account
- Using the Bank entry screen
- Reconciling the credit card
- Setting up a Petty Cash system
- Reconciling the petty cash

#### ***BAS***

- Setting up the BAS
- GST reports
- Reconciling control accounts
- Checking transactions
- Completing the BAS
- Printing the BAS
- Entering the ATO payment / receipt
- Reconciling the GST accounts

## Course Features

For an investment of \$560 (tax deductible!) for this 2 day course, you will receive:

- Qualified instructor-led training
- Access to your own computer for hands-on practice during class
- Comprehensive training manual with practice exercises and useful articles
- Workbook for completion of exercises during class
- CD containing practice data files, access to 90-day trial version of MYOB accounting software, useful links and related articles
- Morning and afternoon tea each day
- Article: Accounting basics
- Article: 33 ways to improve productivity in MYOB
- Certificate of completion
- 10% discount on all EasyPC Training's MYOB services and Microsoft Office training

For further information on this, or any of services, please contact us on 1300 63 10 40 or email [info@easypctraining.com.au](mailto:info@easypctraining.com.au).



*Computer training made easy...*