

Introduction to Electronic Finance

(MYOB Accounting Plus Version 15)

Course Information:

This course aims to increase your productivity by providing the skills and knowledge to use *MYOB Accounting Plus Version 15* for a broad range of business purposes including payroll.

Learning Outcomes:

At the completion of this courseware participants will be able to:

- start, navigate around, and exit from MYOB
- use MYOB's help system to obtain assistance
- create a new company file in MYOB
- modify a chart of accounts to suit specific business needs
- enter account opening balances into a new company file
- enter historical balances for customers and suppliers
- enter customer and supplier details into MYOB's card file
- setup inventory for a new company file
- make purchases from suppliers
- pay for purchases that have been made from suppliers
- make sales to customers
- deal with more complex invoicing matters
- record customer payments
- work with inventory on a day-to-day basis
- write cheques to make payments
- perform a bank reconciliation
- produce a variety of business related reports
- understand how MYOB is used to track GST
- use MYOB's BASlink to produce a Business Activity Statement.
- setup MYOB Accounting Plus for payroll
- add employee payroll details in MYOB
- conduct a pay run
- create and track employee entitlements
- pay employees electronically
- display payroll information and generate reports
- finalise the end of a pay year.

Target Audience:

This course is intended for people who wish to learn how to use *MYOB Accounting Plus Version 14* to create invoices, purchase orders, manage inventory, and generally operate a small business. You will also be taken through setting up MYOB for payroll, entering employee details, managing entitlements and end-of-year tasks.

Prerequisites:

This course is designed for participants with little or no knowledge of the software. However, an understanding of files and the Windows environment would be beneficial.

Methodology:

A hands-on approach is taken during this course. The exercises are designed to impart relevant skills and knowledge by having participants work through real-life examples and scenarios.

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COURSE BOOKING POLICY

A FULL FEE or 50% DEPOSIT must be paid at time of booking. Corporate clients paying via account must send a purchase order in order to place booking. No course booking will be accepted without payment, deposit or purchase order.

Thank you.