

MYOB

Managing your own business is not always easy. With this MYOB course, you will learn to successfully operate your own business.

Some of the skills you will learn include the following:

- Create a new company data file
- Access and modify the chart of accounts
- Enter historical balances to a new data file
- Reconcile MYOB with your bank statement
- Track accounts payable in MYOB
- Run a variety of reports in MYOB

The Cengage Education MYOB course is a computer based course. This interactive course is very practical. You put what you have learnt into practice straight away – which is the best way to learn.

What you need to know about this course

Course number: B0001 (Print) PB0001 (Online)

Previous study required

No previous knowledge or experience is required to take this course.

Exam details

7 computer based assessments are included as part of this course.

Computer requirements

To complete this course you will need access to a computer with Windows 95/98 or higher and a CD-ROM drive.

Completion of your course

Upon successful completion of this course you will be issued a Cengage Education Certificate in MYOB.

Choose when you study

Estimated hours of study = 150

Months	6	9	12
Hours of study required per week	6	4	3

Included learning material

- MYOB Textbook which includes the MYOB comprehensive edition student CD-ROM.



Other courses you may be interested in...

- Bookkeeping
- Accounting

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Subjects you'll cover

Introduction to MYOB and the GST

- Overview of MYOB
- Identify component parts of the MYOB window
- Understand the basic operations of the Goods and Services Tax (GST)

Accounts

- Create new MYOB files
- Enter accounts and opening balances
- Editing company information
- Record transactions using the general ledger
- Add, edit and delete accounts
- Change preferences
- Printing accounts reports

Banking

- Open an existing MYOB data file
- Prepare an initial bank reconciliation
- Record cash receipts and bank deposits
- Record cash payments (including recurring payments)
- Record service charges
- Reconcile an end of month bank account
- Print required reports

Sales

- Create customer cards
- Create inventory items for sale
- Record cash and credit sales
- Print sales invoices
- Record sales returns and adjustments
- Marking customer cards inactive

Purchases

- Create supplier cards
- Enter historical purchases
- Create Inventory items for purchase
- Record cash and credit purchases
- Record purchase returns, adjustments and refunds
- Record supplier payments
- Create purchase orders

Inventory

- Record an initial stocktake
- Auto-build inventory items
- Record purchases, sales and subsequent returns
- Create inventory items for purchase, sale and full inventory management
- Record the end of periods stock

Integrated

- Record sales, purchases, receipts and payments
- Reconcile the cheque account
- BAS transactions
- Complete the BAS using MYOB BASlink
- Format a report
- Back up MYOB files

Payroll

- Set up payroll and edit payroll categories
- Create employee cards
- Enter employee payroll information
- Record pay histories and carry-over entitlements
- Process payroll
- Print employee cheques and pay advise slips