

Introduction to MYOB (including Payroll): Fact Sheet

Course Content

This course is designed to help students develop skills in the use of computerised accounting software in a business environment. Instruction aims to develop understanding of the structure of MYOB and processing accounting transactions using the software. Participants are trained in the use of software covering important transaction types and procedures required in both service and manufacturing industries.

The following topics are covered in the course:

- Overview of basic bookkeeping;
- Setting up the business on computer;
- Use of basic documentation in service and manufacturing activities;
- Set up of chart of accounts;
- Setting up customer profiles, customer invoicing and receiving payments;
- Setting up supplier profile, inventory accounting and making payments;
- Bank transactions, reconciliation and payroll functions;
- Record journal entries and generate basic reports; and
- Generate final reports- profit and loss statement and balance sheet.
- Introduction to Payroll

Course Objective

The course shows participants how to set up a business on a computer and operate MYOB accounting software for day-to-day business transactions from the perspective of end users.

Who would find this course helpful?

Introduction to MYOB is run in two configurations – two full days or three hours per week over four weeks. This is a practical course for people who want to use MYOB for computerised accounting in a business and is suited to individuals for any business size and industry.

Course Material

Please bring basic stationery like pen and paper. Participants will be provided with the latest version of MYOB book.

Tutor Profile

This course will be delivered by professionals who have specialised training and expertise in the use of MYOB software for computerised accounting. Delivery of the course is undertaken in a mode that suits different learning requirements and specifically caters to the individual needs of each participant.