
MYOB Basic Ver 19

The skills and Knowledge acquired in MYOB Version 19 are sufficient to setup and operate MYOB software in business, home, partnership or club environment. This module is designed for users who are keen to extend their understanding and knowledge of MYOB accounting software.

Modules

- Start, navigate around, and exit from MYOB
- 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
- use the purchasing features of MYOB
- 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.



5 Day Workshop

Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

Wrapping up

- Activities
 - Words from the Wise
 - Review of Parking Lot
 - Lessons Learned
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