

MYOB 18 ©

Product Information

Online Training Program, Participant Workbook & Student Edition MYOB Software

General Description	This course is designed for people who have very little knowledge of MYOB or require a refresher course. It provides guidance on creating a new company file and covers the main functions of MYOB. It would be beneficial to have some basic accounting knowledge.
Online Training Program Subscription	12 months (1 year) During the subscription period you can repeat all activities and assessments as often as you like.
Participant Workbook	This course includes a comprehensive workbook covering all content included in the online training program, step by step practice exercises and more detailed information about each topic. You will be provided with a CD containing files matching the practice exercises in the workbook. This enables you to practice the skills you have learned throughout the online program.
Student Edition of MYOB 18	This course also includes a Student Edition of the MYOB software for you to load onto your computer, so you have a live version of MYOB to practice your newly learned skills.
Cost	\$249.00
Terms and Conditions	Full terms and conditions of use are available at www.particip8.com.au
Completion Certificate	Upon completion of all activities and achieving a minimum of 80% for assessment quizzes, you will be issued a Completion Certificate to your email address.
FREE Resources	You will be provided with free access to a range of documents including useful information to improve your work skills. New resources are added regularly to the site. They can be downloaded and printed.

Course Activities

Getting started with MYOB Accounting

- ▶ Accessing the Getting Started Tutorial
- ▶ Starting MYOB in Microsoft Windows

Setting up a company file

- ▶ Creating a new company file
- ▶ Setting up account information
- ▶ Setting up sales information
- ▶ Setting up purchases information
- ▶ Customising your settings
- ▶ Managing data files

Using the Accounts Command Centre

- ▶ Working with the Accounts List
- ▶ Working with linked accounts

Using the Purchases Command Centre

- ▶ Entering a purchase
- ▶ Entering a supplier payment
- ▶ Settling debit purchases and returns

Using the Transaction Journal

- ▶ Finding and editing a transaction
- ▶ Deleting and reversing transactions

Using the Card File Command Centre

- ▶ Working with cards

Working with reports

- ▶ Creating and printing reports

Using the Banking Command Centre

- ▶ Recording a payment
- ▶ Recording a deposit
- ▶ Performing a bank reconciliation

Using the Sales Command Centre

- ▶ Working with invoices
- ▶ Entering a customer payment
- ▶ Working with credit notes
- ▶ Printing a statement

Starting a new financial year

- ▶ Purging old data
- ▶ Starting a new financial year

Changing your preferences

- ▶ Changing your preferences

Preparing a Business Activity Statement (BAS)

- ▶ Preparing a BAS using BASlink

