MYOB Premier

Course description:

This is a comprehensive 4 days training course in using MYOB Premier. You will learn how to set up your business data transactions and print report, how to account for inventory, multi-currency and time billing transactions to ensure accurate and timely records are maintained.

Day 1

Getting Started with MYOB

To enable participant to get started and begin using MYOB Accounting /Premier by setting up the following:

- Introduction: Basic Accounting Terminology and relate to MYOB
- Overview of MYOB
- MYOB Navigation Tools.
- Create new data file
- Setup Accounts List and opening balances
- Setup card file – customer, supplier, employee and personal cards
- Setup Sales details and assign customers opening balances
- Setup Purchases details and assign suppliers opening balances
- Initial Bank Reconciliation
- Generate reports that related to opening balances
- System Maintenance: Back up & restore
- Part 1- Quizzes & Exercise to reinforce learning experience
- Discuss answer for the exercise

Day 2

Day-To-Day Processing

Enable participant know how to handle day-to-day processing in MYOB Accounting /Premier, which cover the following:

- Record Journal Entries
- Banking Processing
- Sales Management
- Purchases Management
- Reports-generate and print
- Preference & Security setting
- Part 2- Quizzes & Exercise to reinforce learning experience
- Discuss answer for the exercise

Day 3

Inventory Management

- Understanding MYOB Inventory term
- Create relevant accounts code
- Create item code & price matrix
- Create non-inventoried item
- Assign Inventory Opening Balances
- Assign specific price level and sales layout for customer
- *Setup Multiple Locations
- Understand the link between Inventory, Sales & Purchases
- Create Sales Invoice
- Create Purchase Order, Bill
- Handling Returned Inventory (Credit Note)
- Handling backorder
- Converting SO to PO, PO to Bill, SO to Invoice
- Create Auto-Build item – promotion / package / hamper item
- Building Auto-Build item
- Preferences – Standard Cost
- Handling Receive item without Supplier invoice
- *Handling Negative Inventory
- Set Item Price
- Month End Count Inventory
- Inventory Adjustment
- *Relocation of Inventory (transfer / move items)
- Year End Rollover for Item Movement Entries
- Quizzes & Exercise to reinforce learning experience
- Discuss answer for the exercise

Note: the above are inclusive of new features

* Available on in PA

Day 4

Multi Currency & Time Billing

- Setting up Multi-Currency option
- Creating Accounts Code for tracking Foreign Currency
- Setting up currency code & Linked Accounts
- Assign Currency for Card Files
- Assign Opening Balances
- Record Sales & Purchases
- Record Payment
- Realized & Unrealized Gain / Loss
- Reports – Related to Foreign Currency
- Quizzes & Exercise to reinforce learning experience
- Discuss answer for the exercise

Time Billing

- Creating Accounts Code
- Set up Activity Codes
- Set up Billing Rate – Customer & Employee
- Recording Activity Slip
- Prepare Time Billing Invoice
- Quizzes & Exercise to reinforce learning experience
- Discuss answer for the exercise

Job Management

- Creating Job Code
- Link Job Code to day-to-day process
- Reimbursement
- View Jobs relevant reports

Categories

- Creating Categories
- Link Categories to day-to-day process

Budgeting

- Enter Budget for Balance Sheet and P&L items
- View Budget relevant reports

Designing your business stationary

- Sales
- Purchase Order
- Payment Voucher
- Cheque
- Official Receipt

Import and Export

Year end Processing

- Print relevant reports
- Backup
- Option for keeping 7 years closed transaction

Prerequisites

Microsoft Windows experience and basic accounting knowledge is an advantage

Location: MYOB Singapore Training Centre

MYOB Premier (Full Course) - 3.7 days course

Day 1 & 2   :   MYOB Accounting/Premier Basic

Day 3   :   Inventory

Day 4   :   Multi-Currency & Time Billing

Training Course	Date	Time	Price
MYOB Premier	**June 2009**		**1,147.00**
MYOB Accounting/Premier Basic	15th to 16th	9am to 5pm	$599.00
MYOB Inventory	17th	9am to 5pm	$299.00
MYOB Multi-Currency	18th	9am to 12pm	$150.00
MYOB Time Billing	18th	2pm to 4pm	$99.00

For more information, contact:

Tel: (65) 6726 2091