

Training Course Information

Course Name: Setting Up MYOB

Course Overview: MYOB software allows businesses to easily keep track of their accounting and business needs.

Setting Up MYOB is an introduction to MYOB and for users who want to ensure they have set up their business files correctly.

Please Note: one training session will not cover all the topics below. Select topics as required.

Topics Include:

- Navigate within MYOB Accounting
- Create a New Company file for Your Business
- Set up Tax Codes
- Set up a List of Accounts
- Create Information Cards for Customer, Supplier and Employee Records
- Set Up Inventory and Service Items
- Enter Opening Balances and Bring Existing Accounts into MYOB
- Back Up and Restore Company Files

Pre-Requisites: Basic computing competency

What's Next? MYOB Day to Day Processes

Note: Each course can be tailored and/or combined with other courses to suit the client's needs.