

## Training Course Information

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**Course Name:** MYOB Day to Day Processes

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

Learn how to use the common day to day processes to assist in the maintaining of your purchases, sales and overall finances.

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

**Topics Include:**

- Customising your Company File
- Processing Sales
- Managing your Debtors
- Recording Customer Payments
- Adjusting Invoices
- Purchasing from Suppliers
- Recording Supplier Payments
- Spending & Receiving Money in Banking
- Dealing with Petty Cash
- Preparing & Making Deposits
- Bank Reconciliation
- Financial Reporting

**Pre-Requisites:** Setting Up MYOB or equivalent knowledge

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