



NDA

TRAINING TASMANIA

nurture - develop - achieve

MYOB Advanced

Course Cost

\$ 395

Duration

1 Day

Locations

- Hobart
- Launceston
- Ulverstone

Course Dates

Course dates can be found on the training calendar on the NDA website:

www.nda.com.au

If there are no dates listed, please email:

bookings@nda.com.au

to express interest in the course.

More Information

For more information on any of our courses or services please email:

bookings@nda.com.au

or visit the NDA website at:

www.nda.com.au

National Competency Standard

BSBFIN401 – Report on financial activity

Prerequisites

Participants should be familiar with setting up a new company and using the day to day features of MYOB such as invoicing and purchasing.

Course Objectives

This course is designed for current users of MYOB who wish to extend their knowledge and learn more about the customising and exporting aspects of MYOB.

Learning Outcomes

- Customise features and preferences
- Apply password and user security to company files
- Work with custom lists, custom fields, and identifiers
- Manage your petty cash drawer
- Use MYOB's job tracking features
- Manage fixed assets
- Connect MYOB And Microsoft Office
- Complete end of year transactions and close the financial year
- Customise forms

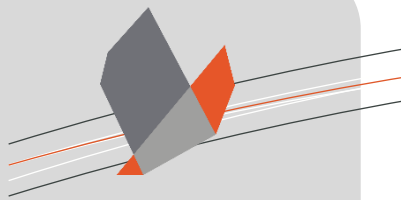
Optional Assessment

This course is part of a nationally recognised training program. Participants who successfully complete the optional assessment component of this course will receive a Statement of Attainment for the unit of competency aligned to the training course.

Exercises and activities completed during the course will be used as evidence towards unit competency.

Participants who choose not to be assessed will receive a Certificate of Attendance.

PER UNIT FEE: \$195



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MYOB Advanced Course Content

RTO Provider:60034

NDA Launceston

Level 1, 65 St John Street
Launceston TAS 7250
03 6334 4910

NDA Hobart

Level 3, 110 Collins Street
Hobart TAS 7000
03 6224 2660

NDA North West

4B, 21 Alexandra Road
Ulverstone TAS 7315
03 6423 4547

Private Training

This training can be delivered as a private course for your organisation and can be customised for your needs. The training can be delivered either on-site or at NDA.

Please contact us for further information and to be provided with a quote.

Review

- Review of Accounting Basics
- The Accounting Elements
- Assets
- Liabilities
- Equity
- Revenue
- Expenses
- Business Structure and Regulation
- Company
- Sole trader
- Partnerships and trusts
- Accounting standards
- Double entry accounting
- Dealing with tax

Customising MYOB

- Preferences

Security

- Administrator Password
- Creating a New User
- Signing In
- Changing a Password
- Editing a Profile
- Inactivating a Profile

Custom Fields

- Custom Lists, fields, identifiers and price levels
- Assigning Custom Fields
- Setting Levels for an Item
- Assigning Levels to a Customer
- Filters and reports using custom fields

Petty Cash

- Why hold petty cash?
- Setting up for Petty Cash
- Raising a Float
- Accounting for Petty Cash

Jobs

- Creating a Job Structure
- Detail and header Jobs
- Using Jobs and checking status
- Reimbursable Expenses
- Invoicing Reimbursements

Fixed Assets

- Fixed assets
- Fixed asset register
- Purchasing a Fixed Asset
- Recording Depreciation
- Selling an Asset
- Writing off the Asset
- Asset Revaluation
- Fixed Liabilities - Loans
- Loan Repayments

MYOB And Microsoft Office

- Letters
- Default Letter Templates
- Modifying a Default Template
- Creating a New Template
- Sending a Bulk Letter
- Sending an Individual Letter
- Mailing Labels
- Exporting to Excel

End of Year

- Stock Take
- Stock Take Adjustment Accounts
- Performing Stock Take Adjustments
- Depreciation
- Bad Debts
- Writing off the Debt
- Settling The Bad Debt
- Prepayments
- Pro Rata Prepayment Adjustment
- Accrued Expenses
- Closing A Financial Year
- Start of Year Adjustments

Customising Forms

- Creating and customising forms
- Selecting, arranging, moving, formatting and resizing objects
- Adding A New Data Field
- Saving the Form