



# NDA

# TRAINING TASMANIA

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## MYOB Setup and Operation

### Course Cost

\$ 790

### Duration

2 Days

### Locations

- Hobart
- Launceston
- Ulverstone

### Course Dates

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

[www.nda.com.au](http://www.nda.com.au)

If there are no dates listed, please email:

[bookings@nda.com.au](mailto: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](mailto:bookings@nda.com.au)

or visit the NDA website at:

[www.nda.com.au](http://www.nda.com.au)

### National Competency Standard

BSBFIN302 – Maintain financial records

BSBFIN301 – Process financial transactions

### Prerequisites

Those attending this course should be familiar with personal computers and be competent in the use of the keyboard and mouse. A basic understanding of manual accounting techniques is desirable.

### Course Objectives

On completion of this course, attendees will be able to use MYOB to set up accounts and process accounts in a small business or for a department in a larger business.

### Learning Outcomes

- Create a new company file
- Modify a chart of accounts to suit specific business needs
- Enter customer and supplier details into the card file
- Enter account opening balances and historical balances
- Setup and manage inventory
- Make and pay for purchases from suppliers
- Make and receive payments for sales to customers
- Use the Banking module and perform reconciliations
- Produce a variety of business-related reports and export them to other formats
- Understand how MYOB is used to track GST
- Use MYOB's BASlink to produce a Business Activity Statement

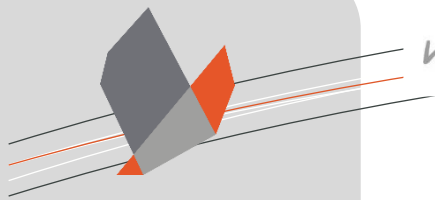
### Optional Assessment

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 Setup & Operation 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.

#### Introduction to MYOB

- Starting MYOB
- The user interface
- File Management
- Help

#### Creating A New Company File

- New Company File Assistant
- Activation Options

#### Chart Of Accounts

- Detail and header Accounts
- Creating, modifying and deleting accounts

#### The Card File

- Creating New Cards
- Creating, modifying and deleting cards

#### Opening Balances

- Entering Account Opening Balances
- Entering Historical Balances

#### Inventory Setup

- Entering Inventory Items
- Units of Measure
- Auto Build Items
- Entering Inventory Opening Balances

#### Purchases

- The Purchasing Life Cycle
- Layouts
- Quotes, Purchase Orders and bills
- Receiving Items

#### Paying for Purchases

- The Purchases Register
- The To Do List
- Find Transactions
- Making Payments
- Selling
- The selling Life Cycle
- Layouts
- Quotes, Orders and invoices

#### Managing Inventory

- Checking Inventory
- Items List
- Items Register
- Adjust Inventory
- Building an Auto-Build Item

#### Banking

- Making and receiving Payments
- Recurring Payments
- Reconciliations

#### Reports and Exporting

- Built-in Reports
- Exporting Reports
- Customising Reports

#### Goods and Services Tax

- Tax-Free Purchases and Sales
- Tax-Exclusive Invoicing
- Supplier without ABN
- GST Accounts And reports
- GST Reports

#### Business Activity Statements

- BAS Setup