



MYOB (Advanced Processes)

Beyond Day to Day – Full Day Course





Course Details:

Booking Information:

To reserve a place in this course please contact Envisage Training or visit our website to enrol online.

Envisage Training:

- Computer Training
- ICT & Software Applications
- Instructor-Led Online Training
- Professional Development
- Room & Equipment Hire
- Training Needs Analysis

Delivery Modes:

- Scheduled Courses
- In-House & On-Site
- Instructor-Led Online Training
- Customised Courses



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MYOB03

Duration:

1 Full Day

Who should attend:

This course is relevant to anyone who is already working with MYOB business management software on a daily basis and wants to learn how to get the most out of it.

Course Pre-requisites:

Microsoft Windows experience, basic knowledge and experience in setting up and using a MYOB data file, or completion of the "Getting Started" and "Day to Day Processes" MYOB courses.

Related Courses:

Why not extend on what you have learned in this course, and gain the skills to improve your personal and professional life. Envisage Training's professional learning and development as well as our computer courses will provide you with the training needed to give you every advantage.

Topics Covered:

If you've successfully set up your MYOB files and need help learning how to use MYOB for advanced account processing, this is the course you've been looking for. Designed to give you an in-depth working knowledge of MYOB accounting software, you'll learn everything you need to know to put your business in front from setting up user profiles to using mail merge to efficiently generate personalised letters.

Content

- Set up user profiles and passwords to restrict staff access
- Group and track data using jobs and categories for better profitability reporting
- Use recurring transactions to speed up your data entry
- Use the To Do List to remind you of expiring discounts
- Deal with irregular transactions such as customer overpayments, bounced and stale cheques
- Troubleshoot difficult transactions such as rejected electronic payments and out-of-balance bank reconciliations
- Prepare electronic payments to use with external banking software
- Process payments directly from your MYOB business management software via direct internet link
- Customise invoices and other forms to match your business stationery
- Record extra customer information that is meaningful to your business
- Use the mail merge feature to automatically generate personalised letters

Course includes:

- Comprehensive Training
- Morning tea, lunch & refreshments
- MYOB Training Manual
- Certificate of Completion