

# Mind Your Own Business – MYOB Level 1

## Unit descriptor:

This unit defines the competency required to operate common accounting software packages in order to maintain business financial records.

Knowledge and skills from the following unit is prerequisite for entry into this competency as they form the basis for learning or entry competency:

- ICAU1128A Operate a personal computer or
- ICAU2231A Use computer operating system

## Course Duration:

2 days – 9.00 am to 4.00pm

## Prerequisites:

- Windows training – Operate a personal computer
- Good keyboard and mouse skills
- An understanding of bookkeeping terminology or bookkeeping skills would be an advantage.

## Course Aim & Methodology:

This course aims to increase the trainee's computer productivity by providing the skills and knowledge to work with MYOB Software.

The instructional method combines trainer-led demonstrations with hands-on student practice. You will work through a series of examples using a case study. Each unit concludes with a review.

The method in which trainees are taught is through a series of practical exercises. The exercises will provide trainees with skills and knowledge by using a task oriented approach. Training is hands-ons and will take trainees through creating a Data File, working with accounts payable and receivable, inventories, accounts lists, card lists and bank reconciliation.

## Course Elements:

1. Customise software
2. Create enterprise data
3. Record and track transactions
4. Save and back-up data
5. Reports are generated as required

## MYOB level 1 Course Content:

- *Using MYOB, create a data file, entering business details, financial year and conversion month required*
- *Select and use an accounts list from the templates supplied*
- *Setup and work with an accounts list*
- *Add new accounts and edit existing accounts*
- *Work with GST codes and opening balances*
- *Create and add items to the inventory*
- *Add sale prices to the inventory*
- *Link items to accounts*
- *Work with Card List adding customers and suppliers*
- *Work with Accounts Payable, entering purchases and payments*
- *Use the Banking module to make payments*
- *Work with Accounts Receivable, entering sales and receiving payments direct from customers*
- *Print sales invoices*
- *Work with bank details, making deposits and payments*
- *Reconciliation of bank statement and entering of bank charges*
- *Working with and printing reports, including:*
  - *Aged receivable as at a given date*
  - *Aged payables as at a given date*
  - *Accounts list detail*
  - *Profit and loss report*
  - *Trial Balance*
  - *Reconciliation report*