MYOB AccountRight
Daily Processing

CLASS TRAINING

General Outline

The Daily Processing course covers an introduction to the day-to-day record-keeping activities of running a business. **You'll learn how easy it is to create and manage invoices, bills, and use 'recurring transactions' to save lots of time.**

You'll also cover customer and bill payments, banking, and how to adapt it all to your business or workplace.

Also, electronic banking is covered, such as using live feeds, reconciling your bank account easily, and using bank rules.

Bring along questions so we can help you even further.

Detailed Course Content

♦ Set up/check the '**chart of accounts**', how it works, and how it relates to your business.

♦ Create and manage **items** and how they relate to you.

♦ Enter everyday **transactions**:
  ⇒ sales invoices, bills, cash transactions.
  ⇒ payments for invoices and bills.
  ⇒ bank transactions—lease payments, etc.
  ⇒ many more.

♦ Pay bills **electronically via a 'batch' process** to save time.

♦ Customise and design **better invoices**.

♦ Manage and track the correct **GST** on transactions.

♦ **Reconcile bank accounts**, manually and electronically.

♦ Reverse and fix **errors**.

♦ Use powerful '**Recurring Transactions**' to save time.

♦ Work with **live bank feeds** and **bank rules** to save time.

♦ **Print reports** (P & L, balance sheet, BAS and others)

♦ Check **security** and other important options .

♦ **Back up** and maintain the file.

Client Reviews

"The course will help get my new business up and going."
Tim, Plumber

"It didn't matter what user level you were at, everyone was treated the same."
Daniel, Account Manager

"Examples and explanations were excellent and tips/shortcuts provided were very handy."
Catherine, Accountant

"I didn't know much about MYOB - I feel I know a lot now."
Lisa, Administrator

"I was impressed with the easy-to-use workbook."
Karen, Business owner

Delivery & Duration

♦ 1 day public course, **OR**
  1 x 3-hour online session **OR**
  Closed / Onsite

♦ For rates and dates, visit:
  classtraining.com.au/ coursedates/17-myob-daily-processing/

Prerequisites

Attendees should be familiar with using a Windows PC.

Public Course Includes*

♦ Computer for hands-on skills.

♦ Extensive training manual.

♦ Refreshments.

♦ Certificate of attendance.

♦ After-course support.

♦ Free refresher course.

* Inquire re details.

Online Sessions Include

♦ PDF workbook of instructions.

♦ Interactivity: ask your questions.

♦ Access to recording of webinar.

♦ After-course support.

How to Book

♦ Phone: **(02) 6041 2711**

♦ Email:
  office@classtraining.com.au

♦ Book online:
  classtraining.com.au/ coursedates/17-myob-daily-processing/

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