



# MYOB AccountRight Advanced Data Entry

# Course Content

## General Outline

In this course, we focus on solving problems and issues with your MYOB data. How to find and fix errors, out-of-balance transactions and much more is covered.

You'll learn about MYOB's powerful data auditor to help you solve issues with your data. **How to create advanced bank rules to save heaps of time entering split transactions is also a focus of the course.**

The relatively small class sizes means you'll have plenty of time to ask the trainer questions about any issues and problems you might have.



## Detailed Course Outcomes

- ◆ Check your **MYOB setup**, accounts, GST, etc.
- ◆ Use **shortcuts and minimise errors** for data entry.
- ◆ **Enter tricky transactions**, for example:
  - ⇒ Combined GST and GST-free transactions.
  - ⇒ Combined business and private transactions.
  - ⇒ Credit card purchases and payments.
  - ⇒ Bank loans and entering repayments.
  - ⇒ Jobs to track work and different departments.
- ◆ Use **live bank feeds** and create powerful, '**split**' bank rules for easier reconciling.
- ◆ Use '**Advanced Find**' features to search for data.
- ◆ **Reconcile** receivables, payables, and others.
- ◆ View **out-of-balance reports** and **fix errors**.
- ◆ Make **adjustments** to your data correctly.
- ◆ **Customise, view and interpret** important reports.
- ◆ Use MYOB's **Data Auditor** to find errors quickly.
- ◆ Set up and complete the **BAS** correctly.
- ◆ **Lock accounting periods** and prevent mistakes.
- ◆ **Set up users** and restrict access to some functions.

## Client Reviews

"I was impressed with the systematic presentation of features and explanation of benefits."  
**David, Payroll**

"I was impressed with the amount of detail in the notes. Will be very useful as a reference when advising clients. My familiarity with MYOB has increased, allowing me to better help clients out with complex issues."  
**Leigh, Accountant**

"The step-by-step instructions in the manual were easy to follow and understand."  
**Nicole, Business Traineeship Student**

## 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/16-myob-  
advanced/](http://classtraining.com.au/coursedates/16-myob-advanced/)

## Prerequisites

Previous MYOB courses or experience with MYOB is highly recommended.

## 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](mailto:office@classtraining.com.au)
- ◆ Book online:  
[classtraining.com.au/  
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