

Computerised Bookkeeping Introductory Workshop (6 Hours)

SUITABILITY

This is suitable for learners who wish to gain knowledge and to acquire hands on experience in using Mind Your Own Business (MYOB) accounting software for recording business transaction and generate financial reports.

SYLLABUS TOPIC

1. Company Data Files
2. Chart of Accounts
3. Cash Books
4. Sales Ledger
5. Purchases Ledger
6. Reports and File Maintenance

Aims

The aims of this workshop are to:

- Introduce students to Computerised Accounting using MYOB accounting software
- Develop students' knowledge and skills in using MYOB software to apply real-life transactions in the following step-by-step outlines: Company data file creation, recording sales, purchase and banking transaction, generating financial reports.
- Broaden students' knowledge and understanding of general financial concepts and documentation
- Record petty cash transactions, cash sales and other receipts, cash purchases and other payments
- Reconcile the balance between the bank statement and the cash books
- Generate the bank reconciliation report
- Create new customers and enter customer information
- Set up payment terms and credit limits for each customer
- Generate sales invoices and accounts receivables aging report
- Record customers' payments details
- Create new vendors and enter vendor information
- Set up payment terms for each vendor
- Create purchase orders
- Convert purchase order's to supplier invoices
- Record goods received
- Enter payments details
- Generate Profit and Loss Statement, Standard Balance Sheet and back up the data file

Learning Outcomes

The students will be able to demonstrate the knowledge:

- Set up new company data file for sole trader
- Create, edit and delete Charts of Accounts



Mind Your Own Business.



Certificate of participation will be issued upon completion

