



Distributions Pte Ltd

**SOLUTIONS FOR
SUCCESS**

Advanced Processes: Beyond Day to Day Course Outline

Course Description

Do you already know the basics of MYOB? Would you like to streamline your business operations further? Then this the course for you! Learn tips, tricks and troubleshooting techniques for MYOB software to assist you to get the most out of your software and run your business at its best!

Who Should Attend

Users who are already familiar with the basics and who already use MYOB Accounting or Premier on a daily basis who now want to learn how to improve their business operations further through use of advanced techniques.

Course Content

- ✓ Set up user profiles and passwords to restrict staff access
- ✓ Group & track data using jobs and categories for better profitability reporting
- ✓ Using 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 and bounced cheques
- ✓ Troubleshoot difficult transactions such as rejected electronic payments and out-of-balance bank reconciliations
- ✓ Prepare electronic payments to use with external banking software
- ✓ 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 personalized letters

Prerequisites

Basic knowledge of the use of MYOB Accounting & Premier is an advantage.

Training Details:

Duration: 1 Day
Time: 10am to 5.30
Cost: \$700.00 for any 2 courses
Venue: Training Centre, GlobalBiz Distributions Pte Ltd (Professional Partner of MYOB)
201 Joo Chiat Road, #04-01, Singapore 427472

For Registration & Enquiries, please contact us at

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