



Distributions Pte Ltd

SOLUTIONS FOR
SUCCESS

MYOB Inventory Course Outline

Course Description

Keeping accurate and timely inventory records is absolutely essential for a successful business. This course will provide you with comprehensive instructions on how to effectively take full advantage of the inventory features in MYOB Premier and thus have spotless inventory records!

Who Should Attend

Users of MYOB Premier who want to get a better understanding on how to use the various inventory features inbuilt in the software so as to streamline their inventory processes and improve user productivity.

Course Content

- ✓ Understanding MYOB inventory terms
- ✓ Create relevant accounts codes
- ✓ Create non-inventoried items
- ✓ Assign Inventory Opening Balances
- ✓ Understand the link between Inventory, Sales & Purchases
- ✓ Create Sales Invoices
- ✓ Create Purchase Orders & Bills
- ✓ Handling Returned Inventory
- ✓ Handling backorders
- ✓ Converting SO to PO, PO to Bill, SO to Invoices
- ✓ Create Auto-Build item (promotion / package item)
- ✓ Building Auto-Build items
- ✓ Preferences (Standard Costs)
- ✓ Handling Received Items without Supplier invoices
- ✓ Set Item Price
- ✓ Month End Count Inventory
- ✓ Inventory Adjustment
- ✓ Year End Rollover for Item Movement Entries

Prerequisites

Basic knowledge of the use of MYOB 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

Tel: +65 6479 6909 / +65 6345 8859

Fax: +65 6479 9325

Email: mumtash@globalbiz.com.sg

Web: www.globalbiz.com.sg