

Training Courses & Prices

Classroom Training

These MYOB courses are run on a one-to-one basis and are therefore completed in half the time of the equivalent course held in the main centres. Courses can be broken down into 2 hour sessions so that you are not overloaded and have a chance to think of any questions in between. All course prices include the relevant manual and a certificate of completion.

Course combinations - book 2 or more courses and save up to 20%.

Training for MYOB AccountRight Standard, AccountRight Plus, AccountRight Premier, AccountRight Enterprise & Payroll products

Basic

Course name	Hours	Price (inc GST)
Course Combo - Up and running_Setting Up and Day-to-day Processes	8	\$600.00
Setting up	4	\$402.50
Day-to-day processes	4	\$402.50
Beginners guide to Accounting	2	\$276.00

Advanced

Course name	Hours	Price
Advanced processes: beyond the basics	4	\$402.50
End of period reconciliation and reporting	4	\$402.50
Business Reporting and Analysis	4	\$402.50

Specialist

Course name	Hours	Price
Payroll management	4	\$402.50
Inventory management	4	\$402.50

Course Name: Setting up

Overview

Course Code: MYSTP-NZ

Class Size: 1 person

Price: \$402.50 (Multiple course discounts apply)

Duration: 4 Hours

If you're an MYOB AccountRight software user who wants to make sure your company files are set up correctly for the most efficient use possible, then this course is just what you're looking for.

Whether you're setting up to get started or are already working with existing company files, you'll learn the right way to set up all the relevant accounts, tax codes, card files and inventory items.

Who should attend

Users new to MYOB AccountRight software who are setting it up for the first time, or anyone who wants to understand the structure of an existing company datafile and check that it is set up correctly to ensure their software works as efficiently as possible.

Course Content

Setting up your MYOB accounting software covers:

- Define basic accounting concepts
- Identify asset, liability, owner's equity, income or expense business transactions
- Open an existing company file
- Understand the function of the menu bar, the command centre, and command panel
- Create a new company file for your business
- Set up preferences
- View and delete GST codes
- Understand linked accounts
- Enter account opening balances
- Create card file records
- Enter customer/supplier opening balances and historical sales/purchases
- Create items and enter inventory opening balances
- Link accounts to items
- Enter buying and selling details of items
- Perform an initial bank reconciliation
- Backup and restore a company file

Course Name : End of period reconciliation and reporting

Overview

Course code:MYEOP-NZ

Class Size: 1 person

Price: \$402.50 (Multiple course discounts apply)

Duration: 4 hours

Learn how to reconcile your company file and prepare for regular periodic and end-of-year reporting. As all businesses need to reconcile their accounts at least once a year, it is critical that you understand the most efficient and accurate way to perform this task.

You'll find out how to prepare your GST Return, reconcile your key accounts including GST control accounts, locate and fix imbalances within the company file, prepare reports for your accountant, enter end-of-year adjustments and start a new financial year.

Who should attend

This course is relevant to all businesses and will assist anyone who needs to perform regular or periodic reconciliation functions using MYOB accounting software.

Course Content

End of period reconciliation and reporting covers:

- Use the Company Data Auditor
- Find and fix imbalances when reconciling your bank account
- Reconcile your accounts receivable, accounts payable and inventory
- Reconcile your GST control accounts
- Complete your GST Return using MYOB Accounting software
- Review your financial reports
- Customise reports
- Send reports to Microsoft Excel
- Prepare report batches
- Provide information to your accountant
- Start a new financial year

Course Name: Advanced processes

Overview

Course code :MYAP-NZ

Class Size: 1 person

Price :\$402.50 (Multiple course discounts apply)

Duration : 4 hours

If you know the basics and want to learn the advanced procedures that will help you streamline your software processes and improve your business operations, this course is ideal. You will learn tips, tricks and troubleshooting techniques using MYOB AccountRight software that will assist you to run your business at its best, as well as more advanced functions such as job costing, multiple currencies, time billing and more.

Who should attend

This course is relevant to anyone who is already working with MYOB AccountRight software on a daily basis and wants to learn how to get the most out of it.

Course Content

Advanced processes covers:

- Manage contact logs
- Set up recurring transactions
- Use advanced search features to find transactions
- Customise forms
- Manage accounts, budgets, jobs and categories
- Export data from, and import data to, your company file
- Manage transactions in multiple currencies
- Record and bill for time
- Create personalised letters

Course Name: Payroll management

Overview

Course code: MYPAY-NZ

Class Size: 1 person

Price: \$402.50 (Multiple course discounts apply)

Duration: 4 hours

This course teaches you how to set up your MYOB Payroll product, and be confident to work with payroll on a day-to-day basis including processing employee pay runs. It also touches on the practical aspects of the Holiday Pay Act 2004 and the Kiwi Saver Act 2006

Who should attend

New or existing users of MYOB Payroll software.

Course Content

Payroll management covers:

- Set up a Payroll for a company
- Set up departments and cost centres
- Set up employees including standard (default) pays
- Set up leave and holiday pay balances
- Process pays for weekly and monthly pays
- Complete month end by changing the PAYE period
- Terminate employees
- Print reports for the Inland Revenue Department
- Print management reports
- Set up integration between MYOB Payroll and MYOB AccountRight

Course Name: Inventory management

Overview

Course code: MYINV-NZ

Class Size: 1 person

Price :\$402.50 (Multiple course discounts apply)

Duration: 4 hours

If you're in a business with stock to keep track of, then this course is ideal. Stock control does not have to be complicated - let MYOB show you the easy way to control this valuable asset.

You'll learn how to use the inventory module in MYOB accounting software to its full potential - find out how to account for inventory transactions to ensure you maintain accurate and timely records

Who should attend

Retailers, wholesalers, or distribution businesses who need to learn how to keep track of stock using MYOB accounting software.

Course Content

Inventory management covers:

- Understand cost of sales
- Set up the items list
- Identify the types of items which are categorised as buy, sell and/or inventory
- Use custom lists and fields
- Create a new item for a service
- Set up price levels and assign price levels to customers
- Create a new item built of other items
- Enter an initial stock count
- Reconcile the stock ledger with the accounts list
- Link the account for goods received
- Order stock from a supplier
- View, print and email purchase orders
- Check stock availability
- Receive stock and the packing slip
- Understand a formula for average costing
- Change an order to a bill
- Receive a sales order and auto build
- Receive a sales order and back order
- Enter a stock take and stock adjustments
- Account for samples
- Write down stock value
- Set up stock for multiple locations
- Troubleshoot when the inventory ledger is out of balance

Course Name: Day-to-day processes

Overview

Course Code: MYDDP-NZ

Class Size: 1 person

Price: \$402.50 (Multiple course discounts apply)

Duration: 8 hours

If your company file is already set up and you need an understanding of how to perform your basic day-to-day tasks, this course is perfect for you. Designed to give you a working knowledge of the essential business processes using MYOB AccountRight software, this course will take you from entering sales and purchases right through to reconciling the bank account.

Who should attend

People who have already set up their company file and want to learn how to use MYOB AccountRight software for basic day-to-day processing.

Course content

Day-to-day processes covers:

- Open an existing company file
- Set up preferences and linked accounts
- Determine which GST codes you need for your business
- Process day-to-day sales as quotes, orders and invoices
- Analyse your debtors
- Process the receipt of payment for your customers
- Create credit notes and purchase orders
- Email purchase orders
- Convert orders and quotes to bills
- Enter spend money and receive money transactions

Course Name: Business Reporting and Analysis

Overview

Course Code: MYRA-NZ

Class Size: 1 person

Price: \$402.50 (Multiple course discounts apply)

Duration: 4 hours

Learn how to use tools and reports in your MYOB AccountRight software and Microsoft Excel® to understand your business performance. Move beyond simple compliance to discover key reports, ratios and indicators to help generate a snapshot of your business' health.

Who should attend

This course is for anyone wanting to gain greater insight into the health of their business beyond simple tax and compliance, and/or a fuller understanding of the reporting capabilities in MYOB accounting software.

Course content

- Learn how to use the P & L and Balance Sheet Reports to analyse your business
- Customise your Accounts List to meet your business' reporting needs
- Discover tools in your software to track profitability in different areas of your business
- Set and report on Key Performance Indicators using MYOB AccountRight software and Microsoft Excel®.
- Understand key ratios and apply them to measure business performance
- Use MYOB reports and Microsoft Excel to customise templates for targeted reporting
- Bank reconciliation
- Input your MYOB data into financial templates to enable you to measure business performance
- Recognise the difference between cash flow and profit and how to improve them.

Course Name: A beginners guide to Accounting

Overview

Course code: MYBGA-NZ	Class Size: 1 person
Price: \$276 (Multiple course discounts apply)	Duration: 2 hours

This course has been designed as an introduction to accounting principles and is for beginners working in a New Zealand business environment. No previous knowledge of accounting is assumed and all concepts are introduced in a simple manner. The emphasis is on a practical approach that helps non-accountants learn some accounting basics that will assist you to successfully use accounting software. It is a non-computerised course and includes a series of exercises to help the learning process. Please note this course is not an MYOB AccountRight software course.

Who should attend

MYOB AccountRight software beginners or people working in a New Zealand business environment, who have no accounting experience and want to gain an understanding of basic accounting and bookkeeping concepts.

Course Content

A beginners guide to Accounting covers:

- Code transactions to appropriate accounts
- Identify company profits vs personal income and who pays the income tax
- Apply basic accounting concepts
- Recognise accounts as Assets, Liabilities, Equity, Expenses or Revenue type
- Apply business transactions on the accounting equation
- Read a Profit & Loss Statement and Balance Sheet
- Understand how GST works and calculate GST to pay
- Identify capital vs revenue expenses
- Set up a successful accounts filing system