



NZQA 331 - Basic Accounting (MYOB) - Business Administration Services

Programme Title:	Business Administration Services		
Module Title:	Operate computer accounts receivable and payable ledger systems to produce financial information		
Content Provider:	Software Educational Resources Limited (SERL)		
	Version: 5	Level: 3	Credits: 5

Overview

People credited with this unit standard are able to: describe computerised accounting systems; operate accounts receivable and accounts payable software; and produce ledger reports and complete processing cycles.

Content Outline

<p>Accounting Basics</p> <ul style="list-style-type: none"> • Introduction • Accounting Concepts • GST • Accounting Documents <p>Computerised Accounting</p> <ul style="list-style-type: none"> • Advantages • Things to Consider • MYOB Window • Command Centres • The Command Panel • Reports • The MYOB Process • General Journal Entries <p>Exploring MYOB</p> <ul style="list-style-type: none"> • Before Starting MYOB • Starting and Exiting MYOB • Passwords and Session Reports • MYOB Windows • Accounts • Invoices • Creating an Invoice • Viewing Sales • Purchases • Inventory • Card Files • Reports • Performance Analysis 	<p>Setting up a Company</p> <ul style="list-style-type: none"> • Company Background • Opening a Company File • Easy Setup Assistant • Backing Up • Editing the Company File • General Journal Entries • Trial Balance • Opening Balances <p>Inventory</p> <ul style="list-style-type: none"> • Adding Items • Creating a Purchase Order • Purchase Bills • Paying Suppliers <p>Accounts Receivable</p> <ul style="list-style-type: none"> • Discounts • Creating an Invoice • Credit Notes and Refunds • Returning Goods • Customer Payments • Bank Deposits and Reconciliation <p>End of Month and Year Processing</p> <ul style="list-style-type: none"> • End of Month and Year • Statements • Reports • Fixing Errors • Starting a New Year
--	--

Assessment / Certification / Qualification

What is Intuto offering?

1. Online test/assessment; theory based only, where % score and number of attempts is recorded.
2. NZQA paper based assessments; candidate and assessor copies – for site implementation, marking and submission to NZQA for moderation.

Suggested Learning Hours

Estimated time for completion of 'NZQA 331 - Basic Accounting (MYOB)' is fifty (50) hours.