

MoneyWorks Course Syllabus

Day-1 Course Syllabus:

Getting MoneyWorks Setup

- Navigating through MoneyWorks
- Entering Payments & Receipts
- Banking & Bank Reconciliations
- Period Activities & Cash-Basis GST Report
- Period Management & End of Year
- Correcting Transactions
- Account Enquiries & Printing Reports
- Preference Settings

Everyday Tasks

- Entering Invoices (Services & Non-Stock Items)
- The Name Lists & Contact Management
- Receiving Payment & Paying Creditors
- Period Activities & Invoice-Basis GST Report
 - Statements/Ageing
 - Year-End considerations
- Budgets
- Troubleshooting
 - Cancellations
 - Contras
 - Writeoff
- Finding Information
 - On-Screen enquiries & related command

Day-2 Course Syllabus:

Products, Ordering & Inventory

- The Product List
 - Products, Resources, Time & Shipping
 - Costs, Margins & Markup
 - Discount matrix
- Order Entry
 - Quotes & Sales Orders
 - Processing & Deposits on Orders
 - Purchase Order & Reordering
- Inventory
 - Understanding Average Costs
 - Purchasing & Selling
 - Stock Journals
- Reports

Multi-Currency Accounting features:

- Selling & Purchasing process in multi-currency
- Reporting

MoneyWorks Course Syllabus

Day-3 Course Syllabus:

Advanced Topics

- Job Costing & Time Billing
- Departmental Accounting
- Advanced Reporting

Note: *Custom Form & Report Design are not included in standard training.*

