

會計軟件及程式實務應用課程 Software Applications in Practical Accounting Course

課程簡介:

MYOB會計應用軟件，已於各大小企業使用了接近十年，亦是香港最流行的會計應用軟件之一。本課程除了教授一般會計基本流程外，並會同時教授如何充份及有效率地運用MYOB，從而可應考LCCI公開考試。而課程亦涵蓋Excel之會計功能應用，使學員更能全面掌握及提升工作技能!

課程大綱:

1. Create a company file using MYOB accounting system
2. Understand types of account and set up accounts list
3. Set up customers and suppliers cards
4. Set up budgets
5. Set up VAT scheme
6. Set up initial opening balances for accounts, suppliers and customers
7. Process purchases and returns transactions
8. Process pay bills transactions via bank including discounts
9. Process sales and receive payments transactions
10. Process pay bills transactions via bank and credit cards including discounts
11. Process other payments and receipts transactions
12. Process bad debts, contra entries and dishonoured cheques
13. Record transactions relating to the acquisition and disposal of fixed assets
14. Make end of period adjustments including inventory, income, expenses and VAT
15. Generate period end reports
16. Review and analyse period end reports including calculation of accounting ratios
17. MYOB and Excel integration (reporting, transaction import and export)
18. Using formulas and functions
19. Building charts
20. Using pivot table for data analysis
21. Automate repetitive task to boot efficiency (macro programming)

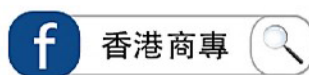
入學資格: 須修畢基礎會計課程

學費: \$1200 第1期 及 \$800 第2期

證書: 凡學員出席率達75%，可獲香港商業專科學校頒發「聽講證書」，申請聽講證書費HK\$50。



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