



Exonet Headstart

About the course

The **Exonet Headstart** training course provides the skills and knowledge to account for the regular transactions of your business using MYOB Exonet. It consists of six modules which provide a complete overview to the core MYOB Exonet business management software.

You can choose to complete the entire six modules or a combination of modules that best suit your role in the business.

Course Duration

Each of the 6 modules will take half a day to complete - 3 days to complete the full course.

Prerequisites

- **Module 1: Getting Started** must be completed prior to commencing any other module.
- Participants should be able to operate a computer using Microsoft Windows.
- Basic bookkeeping knowledge is recommended for those participants completing **Module 5: Receivables, Payables & Reconciliation** or **Module 6: GL & End of Period**.

Once you have completed **Module 1: Getting started**, any or all of the five other modules can be completed. The modules are grouped so that participants will enjoy a logical sequence of learning when they attend both the am and pm sessions on any one day.

Who should attend

You should complete the entire course if you:

- Already use MYOB Exonet in your business and need a more comprehensive knowledge of all aspects of MYOB Exonet.
- Are currently working with an implementing partner to install MYOB Exonet in your business.

If you are unable to attend the full program, check the module outlines on the next page to see which individual modules may suit you.

Training modules

- Module 1. Getting Started (required)**
- Module 2. Sales & Orders**
- Module 3. Purchasing & Stock Costs**
- Module 4. Maintaining Stock**
- Module 5. Receivables, Payables & Reconciliation**
- Module 6. GL & End of Period**

Training content areas

Module 1: Getting Started

- Understand the key features of MYOB Exonet
- Select and open Exonet databases
- Be familiar with the menu structure and account masters
- Search for and access transactional information
- Navigate Exonet using function keys
- Manipulate Exonet views using ExoGrid
- Enter debtors, creditors and contacts
- Use account tabs to record additional information
- Utilise Task Scheduler to manage daily business activity
- Print, review and export standard reports
- Utilise the Help function in Exonet

You should complete this module if you

work in a business that uses Exonet and require the how-to's, handy tips and techniques for working with Exonet.

This module is a prerequisite for Modules 2 - 6.

Module 2: Sales & Orders

- Introduction to the Exonet standard sales cycle
- Enter sales orders and discounts.
- Process a sales order and generate invoices.
- Email /Print invoices.
- Selling kits
- Receive and allocate payments
- Search for invoices
- Edit invoice reference fields
- Generate credits
- Access auto order templates for customers
- Process backorders and standing orders
- Produce standard sales reports

You should complete this module if you

process sales and produce sales reports. This highly practical module will enable you to "hit the ground running" when you return to the workplace.

Module 3: Purchasing & Stock Costs

- Introduction to the Exonet standard purchasing cycle
- Purchase a non-stock item
- Setup a new stock item (stock groups, min max etc)
- Raise purchase orders (stock cycle)
- Receive items into stock
- Cost stock items and on-costs (inwards goods)
- Enter creditor invoices (stock and non-stock)
- Calculate stock reorder requirements (Forecast based PO's)
- Enter serials of purchased items
- Prepare standard purchases reports

You should complete this module if you

purchase stock / non-stock items and need to ensure that on-costs are accurately recorded.

Module 4: Maintaining Stock

- Adjust stock quantities
- Track and edit serial numbers
- Conduct a stocktake
- Create kits for selling groups of stock items
- Create bill of materials (builds) for building new stock items
- Use works orders to manufacture new stock items
- Prepare standard stock reports

You should complete this module if you

are responsible for maintaining accurate inventory and manufacturing stock items.

Module 5: Receivables, Payables & Reconciliation

- Receive multiple debtor payments
- Make debtor adjustments
- Make payments to creditors (CPP)
- Make creditor adjustments
- Issue statements
- Enter payments using integrated cashbook
- Undertake a Bank Reconciliation
- Prepare the Business Activity Statement
- Prepare standard reports

You should complete this module if you

maintain the financial relationship with debtors/creditors and maintain the accuracy of the monthly account.

Module 6: GL & End of Period

- Enter GL transactions
- Establish GL budgets
- Review GL batches
- Backup the data file
- Run Foreign Exchange variance calculations
- Post sub-ledgers to the General Ledger
- Reconcile sub-ledgers to General Ledger
- Roll End of Period
- Prepare standard management reports.

You should complete this module if you

are the company accountant / bookkeeper that ensures information in the General Ledger is timely and accurate.