

# MYOB - ESSENTIALS COURSE



## Computer Smart TRAINING CENTRE

This well paced course introduces you to MYOB and the world of computerised bookkeeping. With no prior accounting experience, we will have you managing your customers and suppliers, entering bills and creating invoices like an expert. Suitable for the small business owner / bookkeeper or to enhance your job skills and career prospects, you will find this instructor led course very practical and hands on. Plenty of time is allowed for practice and revision to be sure you leave with skills you can use immediately

**Pre-Requisites:** As a minimum, students must have some Windows experience and good mouse skills. Previous accounting or bookkeeping skills can be helpful but not necessary.

**Learning Outcomes:** The skills in this course will allow you to use the most common functions in MYOB to expertly manage the day to day processes of Purchasing, Sales and Banking.

### Exploring MYOB:

- Introduction To MYOB
- Opening Your MYOB Data File
- Exploring MYOB Command Centres
- Exploring Tax Codes
- Exploring The Command Panel
- Using The Help Menu

### Banking Command Centre:

- Viewing Banking Preferences
- Entering Payments From Cheque Butts
- Saving And Using A Recurring Payment
- Checking Accuracy For Data Entered (Using Journals / Bank Register)
- Correcting Errors
- Entering Payments Using The Bank Register
- Setting Up Un-deposited Funds
- Entering Cash Sales
- Recording The Banking Of Un-Deposited Funds
- Printing A Bank Register
- Entering Petty Cash Payments
- Entering Visa Card Payments
- Printing GST Collected And Paid Report
- Printing Profit And Loss Statement

### Reconciling Your Cheque Account:

- Reconciling Your Bank Account
- Entering Account Keeping Fees
- Undoing The Bank Reconciliation
- Printing A Balance Sheet
- Notes Of Reconciling Your Cheque Account Using Downloadable Statement

### File Management And Error Correction:

- Correction Of Errors – Using Changeable And Unchangeable Data Files
- Displaying Your Audit Trail Report
- Combining Your Cards
- Combining Accounts And Changing Account Names
- Backing Up Your Data File
- Restoring Your Backup

#### **Sales Command Centre:**

- Notes On Cash And Accrual Accounting
- Notes On Invoices And GST
- Creating A Service Invoice
- Using Spell Check
- Selecting Account Names Instead Of Account Numbers
- Creating And Printing A Professional Invoice
- Creating A New Customer
- Customising Invoices
- Checking Accuracy Of Sales Entered
- Displaying Amounts Owing By Customers
- Creating And Printing An Invoice – Non Inventoried Items
- Creating And Printing An Invoice – Inventoried Items
- Creating And Printing An Invoice – Cash Sales
- Recording Customer Payments
- Banking Customer Payments
- Entering Returns
- Settling Returns
- Viewing Ageing Methods
- Analysing Your Sales
- Using MYOB Officelink with Excel
- Viewing A Receivable Reconciliation (Detail) Report
- Designing Reports
- Printing Customer Activity Statements
- Printing Customer Invoice Statements
- Viewing The Customer Ledger Report
- Notes On Debt Collection
- Writing Off Bad Debt
- Printing A Profit And Loss Statement (Accrual)
- Printing A Profit And Loss Statement (Cash)

#### **Purchases Command Centre:**

- Editing Purchases Preferences
- Entering Purchases For The Snack Bar
- Entering The Purchase Of Services
- Viewing Amounts Owed To Suppliers
- Entering The Purchase Of Stock Items
- Recording The Delivery Of Goods Ordered
- Purchase Of An Asset
- Recording A Supplier Payment
- Setting Up Payments To Suppliers Using Electronic Payments
- Entering Electronic Payments
- Handling Discount
- Emailing A Remittance Advice
- Creating The Electronic Payment Bank File
- Printing Electronic Payments Report
- Recording Delivery Of Goods On Backorder
- Reconciling Supplier Statements With MYOB data
- Viewing GST Collected And Paid – Reporting On A Cash Basis
- Printing GST Collected And Paid – Reporting On An Accrual Basis
- Comparing The Items List [Summary] With The Balance Sheet
- Identifying Discrepancies According To Invoice Legislation
- Codes Of Practice

### **Computer Smart Training Centre**

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