

MYOB Version 13

Module 1

Product Code CTACC1



General Information

General Description:	Module 1 is a totally self-contained introduction to <i>MYOB Version 13</i> and is aimed at the learner who needs to know how to use this powerful accounting package to computerise and operate company accounts.
Learning Outcomes:	At the completion of this courseware participants should be able to: <ul style="list-style-type: none">• start MYOB and use the Command Centre modules• use the Help system• create a new company file• modify the chart of accounts• enter opening balances into a new company file• enter historical receivables and payables balances• work with the card file database of MYOB• set up the inventory features• work with the purchases features• use MYOB for accounts payable operations• record sales in MYOB• raise more complex invoices• use MYOB for accounts receivable• work with inventory and stock control• use MYOB to manage your cheque book• run reports of your data from MYOB• performing GST-related tasks in MYOB
Target Audience:	This course is intended for people who wish to learn how to create and work with computerised company accounts using MYOB Version 13.
Prerequisites:	This course is designed for participants with little or no knowledge of MYOB Version 13. However, some knowledge of computer files and hardware, such as using a mouse, would be beneficial.
Approx. Duration:	89 exercises. duration of 14 hours
Course Disk:	A course disk is provided with each order
Methodology:	A hands-on approach is taken in this resource and a real-world case study is used throughout. The exercises are designed to impart relevant skills and knowledge by having participants work through real-life examples and scenarios.

Computelligent Training

Telephone:
(03) 9799 3790
Fax:
(03) 9702 8769
Mobile:
0407 302560
Email:
compint@net2000.com.au

MYOB Version 13

Module 1



Table of Contents

1. Basic Orientation

1. Overview Of MYOB
2. Starting MYOB From Windows
3. The MYOB Screen
4. Navigating The Command Centre
5. Working With The Command Centre
6. Making Enquiries
7. Company Viability
8. Exiting MYOB
9. Other Things To Know About MYOB

2. MYOB Help

1. Help Overview
2. Using The Reference Guide
3. Using The Procedures Guide
4. Working With Help Topics
5. Working With Cue Cards
6. Learning About MYOB
7. With A Little Help From Your Friends

3. Creating A Company File

1. Getting Ready For MYOB
2. Creating A New Data File

4. Chart Of Accounts

1. Chart of Accounts Overview
2. Starting MYOB With A Specific File
3. Modifying Existing Accounts
4. Header And Detail Accounts
5. Deleting Accounts
6. Linking Accounts
7. Checking Tax Codes
8. Quick Review

5. Opening Balances

1. Opening Balances Overview
2. Entering Opening Balances
3. Opening Balances
4. Checking Your Balance Sheet
5. Checking Your Profit And Loss

6. Historical Balances

1. Historical Balances Overview
2. Changing Update Preferences
3. Entering Receivables Balances
4. Entering Historical Purchases

7. Card File

1. Card File Overview
2. Entering Customer Details
3. Entering Vendor Details
4. Changing Credit Terms
5. Entering Vendor ABN Numbers

8. Inventory Setup

1. Overview Of Inventory
2. Entering Inventory Items
3. More Complex Items
4. Counting Stock And Adjusting Inventory

9. Purchases

1. Purchasing Overview
2. Receiving Goods and Services From Vendors
3. Creating A Pending Purchase Order
4. Printing Purchase Orders
5. Receiving Pending Orders

10. Payables

1. Payables Overview
2. Determining the State of Your Payables
3. Locating A Specific Purchase Order
4. Making Payments

11. Sales

1. Sales Overview
2. Creating An Item Invoice
3. Checking The Sales Journal
4. The Invoice From Hell
5. Printing Invoices
6. Printing Another Invoice
7. Reprinting An Invoice
8. Entering Cash Sales

12. Invoicing Techniques

1. More Invoicing Techniques
2. Placing Items On Back Order
3. Creating A Service Invoice
4. Locating Your Invoices
5. Raising A Credit Note
6. Settling The Credit

13. Receivables

1. Receivables Overview
2. Applying Payments
3. Applying Payments To Multiple Invoices
4. Creating A Bank Deposit Slip
5. Printing An Invoice Statement
6. Printing An Activity Statement
7. Analysing Sales Performance

14. Working With Inventory

1. Inventory On A Day-To-Day Basis
2. Adding An Auto-Build Item
3. Checking Inventory Status
4. Auto-Building Inventory
5. Fulfilling Backorders

15. ChequeBook

1. Chequebook Overview
2. Writing Cheques
3. Recurring Cheques
4. Using A Recurring Cheque
5. Printing Cheques
6. Making Deposits

16. Reconciliations

1. Reconciliation Overview
2. Producing A Reconciliation Report
3. Journal Adjustments
4. Performing A Reconciliation

17. Reports

1. Overview Of Reports
2. Generating Reports
3. Customising Reports
4. Changing Orientation
5. Profit & Loss Report
6. Balance Sheet Report
7. Reporting In Microsoft Excel

18. MYOB And The GST

1. GST Overview
2. Tax Inclusive Transactions
3. Creating A New Tax Code
4. Withholding GST
5. Examining GST Accounts
6. Running GST Reports

19. Business Activity Statements

1. Business Activity Statement Overview
2. MYOB And The BAS
3. Creating A BAS Report
4. Starting The BASLink Process
5. The BAS Calculation Sheet
6. Entering Values Directly
7. Calculating Your Income Tax
8. Calculating The Front Sheet
9. Linking Installments
10. Creating The BAS Transaction
11. Saving The Worksheet And Template
12. Making The Tax Payment

Computelligent Training

Telephone:
(03) 9799 3790

Mobile:
0407 302560

Email:
compint@net2000.com.au