

Exact Business Solutions Pty Ltd

Course Outlines



Ready To Go With MYOB Accounting Software

A Two-Day Guide

Course Aims This **2 day** course is designed for people with little or no knowledge of MYOB who wish to learn how to use MYOB to perform the normal day-to-day bookkeeping operations required in a business or profession. This course includes setting up MYOB from scratch and customising MYOB to your specific needs.

Objectives At the end of the course, you will have learned to:

Day 1:

- ✓ Enter customer and supplier details into MYOB's card file
- ✓ Write cheques to make payments
- ✓ Perform a bank reconciliation
- ✓ Setup inventory for a new company file
- ✓ Use the purchasing features of MYOB
- ✓ Pay for purchases that have been made from suppliers
- ✓ Make sales to customers
- ✓ Deal with more complex invoicing matters
- ✓ Record customer payments

Day 2:

- ✓ Customise MYOB to operate in a number of ways
- ✓ Create a new company file in MYOB
- ✓ Modify a chart of accounts to suit specific business needs
- ✓ Use MYOB to manage a petty cash drawer
- ✓ Manage credit cards in a business
- ✓ Export MYOB data to a spreadsheet program
- ✓ Complete end of month transactions
- ✓ Complete end of year transactions
- ✓ Roll over MYOB into a new year
- ✓ Customise MYOB forms to suit your own business needs.

Audience People with little or no knowledge of MYOB who wish to learn how to use MYOB to perform the normal day-to-day bookkeeping operations required in a business or profession.

Prerequisites An understanding of basic computer skills is preferred.

Course Structure A self-paced hands-on approach is taken during this course. A case study is used to produce real-life scenarios so that learners experience how to use the software to solve everyday problems and undertake routine tasks. A course manual is included in the cost of this course. Course files are provided with this courseware.

<p>Unit 1 – Cards</p> <ul style="list-style-type: none"> • Cards Overview • Entering Customer Details • Entering Supplier Details • Changing Credit Terms • Choosing A Form Layout • Cards Quick Reference <p>Unit 2 – Cheques</p> <ul style="list-style-type: none"> • Banking Overview • Writing Cheques • Recurring Cheques • Using A Recurring Cheque • Printing Cheques • Receiving Money • Cheques Quick Reference <p>Unit 3 - Reconciliations</p> <ul style="list-style-type: none"> • Reconciliation Overview • Producing A Reconciliation Report • Accounting For Government Fees • Bank Statements And The GST • Performing A Reconciliation • Reconciliations Quick Reference <p>Unit 4 - Setting Up Inventory</p> <ul style="list-style-type: none"> • Overview Of Inventory • Entering Inventory Items • More Complex Items • Counting Stock And Adjusting Inventory • Setting Up Inventory Quick Reference 	<p>Unit 5 - Purchasing</p> <ul style="list-style-type: none"> • Purchasing Overview • Simple Purchasing • Raising A Purchase Order • Printing Purchase Orders • Emailing Purchase Orders • Receiving Ordered Items • Receiving Items Without The Bill • Obtaining Quotes • Completing Quotes • Restocking From Inventory • Purchasing Quick Reference <p>Unit 6 - Paying For Purchases</p> <ul style="list-style-type: none"> • Payments Overview • Determining The State Of Your Payments • Finding Due Dates • Locating A Specific Order Or Bill • Making Payments • Paying For Purchases Quick Reference <p>Unit 7 - Selling</p> <ul style="list-style-type: none"> • Sales Overview • Creating An Item Invoice • Checking The Sales Journal • The Invoice From Hell • Printing Invoices • Emailing An Invoice • Entering Cash Sales • Selling Quick Reference 	<p>Unit 8 - Invoicing Techniques</p> <ul style="list-style-type: none"> • More Invoicing Techniques • Placing Items On Back Order • Creating A Service Invoice • Viewing Your Invoices • Raising A Credit Note • Settling The Credit • Invoicing Techniques Quick Reference <p>Unit 9 - Receivables</p> <ul style="list-style-type: none"> • Receivables Overview • Applying Payments • Applying Payments To Multiple Invoices • Preparing A Bank Deposit Slip • Printing An Invoice Statement • Printing An Activity Statement • Analysing Sales Performance • Receiving Payments Quick Reference <p>Unit 10 - Working With Reports</p> <ul style="list-style-type: none"> • Overview Of Reports • Generating Reports • Customising Reports • Changing Orientation • Reporting In Microsoft Excel • Reports Quick Reference
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<p>Unit 1 - Customising MYOB</p> <ul style="list-style-type: none"> • Overview Of Customising • Changing Start Up and Closure • Changing Sales and Purchase Preferences • Reports And Form Preferences • Customising MYOB Quick Reference <p>Unit 2 - Creating A New Company File</p> <ul style="list-style-type: none"> • Getting Ready For MYOB • Creating A New Company File • Activating Your Company File • Creating A New Company File Quick Reference <p>Unit 3 - Chart Of Accounts</p> <ul style="list-style-type: none"> • Chart Of Accounts Overview • Starting MYOB With A Specific File • Modifying Existing Accounts • Header And Detail Accounts • Deleting Accounts • Linking Accounts • Checking Tax Codes • Preparing For Electronic Banking • Chart Of Accounts Quick Reference <p>4. Petty Cash</p> <ul style="list-style-type: none"> • Petty Cash Overview • Setting Up For Petty Cash • Raising A Petty Cash Float • Accounting For Petty Cash • Petty Cash Quick Reference 	<p>Unit 5 - Credit Cards</p> <ul style="list-style-type: none"> • Credit Card Overview • Spending Using A Credit Card • Mixed GST Spending • Paying Bills With A Credit Card • Reconciling The Credit Card Account • Paying Your Credit Card Account • Credit Cards Quick Reference <p>Unit 6 – MYOB & Spreadsheets</p> <ul style="list-style-type: none"> • Spreadsheets Overview • Sending Cards To Excel • Sending Sales Data To Excel • Formula Gotchas • MYOB And Spreadsheets Quick Reference <p>Unit 7 - End Of Month</p> <ul style="list-style-type: none"> • End Of Month Overview • Reconciling The Bank Account • Performing A GST Check-Up • Checking Customer & Supplier Balances • Checking Your Payroll Obligations • Fulfilling Payroll Obligations • Checking The Inventory Balance • End Of Month Quick Reference 	<p>Unit 8 - End Of Year</p> <ul style="list-style-type: none"> • End Of Year Overview • Creating Stock Take Adjustment Accounts • Performing Stock Take Adjustments • Entering Depreciation • Writing Off Bad Debts • Settling The Bad Debt • Understanding Prepayments • Pro Rata Prepayment Adjustment • Accrued Expenses • Starting A New Financial Year • Start Of Year Adjustments • End Of Year Quick Reference <p>Unit 9 - Customising Forms</p> <ul style="list-style-type: none"> • Overview Of Customising Forms • Creating A New Custom Form • Understanding The Forms Toolbar • Setting Form Properties • Previewing A Form • Working With Text Fields • Adding A New Data Field • Deleting Unwanted Objects • Working With Lines • Formatting Fields • Shading Fields • Inserting A Picture • Running The New Form • Changing A Custom Form • Customising Forms Quick Reference
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