Advanced MYOB

A One-Day Guide

Course Aims

This course aims to teach you advanced procedures that will help streamline the software processes and improve business operations. You will learn tips, tricks and troubleshooting techniques using MYOB business management software that will assist you to run your business at its best.

Objectives

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

- ✓ Set up user profiles and passwords to restrict staff access
- ✓ Group and track data using jobs and categories for better profitability reporting
- ✓ Use recurring transactions to speed up your data entry
- ✓ Use the To Do List to remind you of expiring discounts
- ✓ Deal with irregular transactions such as customer overpayments, bounced and stale cheques
- ✓ Troubleshoot difficult transactions such as rejected electronic payments and out of balance bank reconcilations
- ✓ Prepare electronic payments to use with external banking software
- ✓ Process payments directly from your MYOB business management software via direct internet link
- ✓ Customise invoices and other forms to match your business stationery
- ✓ Record extra customer information that is meaningful to your business
- ✓ Use the mail merge feature to automatically generate personalised letters

Audience

The training manual is aimed at users who already have a basic understanding or using the Banking, Sales and Purchases command centres in MYOB. It teaches by the practical examples that are created through the course. This manual provides a training resource and a reference tool for future use.

Prerequisites

An understanding of basic computer skills and basic knowledge and experience in setting up a company file and processing in MYOB.

Course Length

In a training environment this manual is suitable for 1 Day.

Course Structure

The course contains instructor lead exercises as well as examples completed at the students' own pace. A course disk contains the necessary files to complete the manual.

Unit 1 – Controlling your company file
- Setting up shortcuts
- User Access, Restrictions and Security
- Using the Audit Trial facility
- Reviewing the Audit Trial report

Unit 2 – Recurring transactions
- Recurring transactions overview
- Setting up a recurring transaction
- Maintaining Recurring Transactions

Unit 3 – Streamline Supplier Payments
- When a supplier payment is due
- Using the To Do List when a supplier payment is due
- Using the To Do List to view early payment discounts
- Payment methods overview
- Paying your suppliers electronically
- Creating a remittance advice for payments
- MYOB M-Powered payments
- Creating MYOB M-Powered payments
- Sending MYOB M-Powered payments

Unit 4 – Streamline invoicing and customer payments
- Using the Sales Register as a central point for invoice processing
- Using MYOB M-Powered invoices
- Recording M-Powered customer payments
- Checking the Bank Register for M-Powered transactions
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Unit 5 – Jobs
- Overview
- Header and Detail Jobs
- Assigning transactions to jobs
- Reimbursable expenses
- Viewing job reports

Unit 6 – Categories
- Overview
- Setting the category preference
- Creating categories
- Assigning categories to transactions
- Category reports

Unit 7 – Troubleshooting Sales transactions
- Handling customer overpayments
- Dealing with dishonoured cheques
- User defined ageing

Unit 8 – Troubleshooting Purchases transactions
- Handling GST only transactions
- Correcting rejected electronic payments

Unit 9 – Troubleshooting Banking transactions
- Dealing with missing and stale cheques
- Using the Deposits Adjustment button when preparing a bank deposit
- Transferring money between bank accounts
- Bank Reconciliations – out of balance
- Checking for out of balance in the current reconciliation
- Correcting transaction faults from a prior reconciliation

Unit 10 – Other transactions
- Equity sections for Sole Traders/Partnerships
- Dealing with loans
- Dealing with hire purchase arrangements

Unit 11 – Customising Invoices and Forms
- Overview
- Customising invoices and forms
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Unit 12 – Recording customised information
- Creating identifiers
- Naming custom lists
- Creating custom fields

Unit 13 – Personalised Letters
- Mail merging from individual card file
- Creating a letter from the To Do List
- Creating a new Officelink letter template
- Personalising letters with identifiers

Unit 14 – Card File Maintenance
- Combining card records
- Manipulating exported data in Excel

Unit 15 – Appendices
- Adding a shortcut across a network
- Managing your cash flow using the MYOB M-Powered MoneyController
- OfficeLink letter templates
- Fields for inclusion in OfficeLink letter templates
- Printing Mailing Labels
- Exporting a Microsoft Word data source from the Card File
- Setting up a mail merge in Microsoft Word
- Using Multicurrency