

# MYOB Accounting Version 13/13.5

## Module 1

<b>General Description</b>	The skills and knowledge covered in this publication are sufficient to set up a new set of accounting books in MYOB, manage accounts payable and receivable, write cheques, conduct a quarterly BAS run, and produce a variety of reports.
<b>Learning Outcomes</b>	<p>At the completion of this courseware participants will be able to:</p> <ul style="list-style-type: none"> <li>• start and exit from MYOB and navigate the Command Centre</li> <li>• use MYOB's online help system</li> <li>• create a new company file</li> <li>• work with a chart of accounts</li> <li>• enter opening account balances</li> <li>• enter historical balances for customers and suppliers</li> <li>• create and change supplier and customer cards</li> <li>• set up a stock inventory</li> <li>• track all aspects of purchasing including quotes, purchase orders and bills</li> <li>• pay for purchases</li> <li>• raise and print invoices, and work with the more intricate aspects of invoicing such as back ordering, credit notes, and the like</li> <li>• work with the payment features of MYOB</li> <li>• understand how inventory, purchases and sales work together, and you will be able to create auto-build inventory items</li> <li>• create cheque payments and perform a bank reconciliation</li> <li>• use the 150 plus reports in MYOB</li> <li>• work with the various GST aspects of MYOB.</li> </ul>
<b>Target Audience</b>	This publication is primarily designed for people who need to know how to use MYOB Accounting, Accounting Plus, or Premier to manage the bookkeeping and accounting functions in a business.
<b>Prerequisites</b>	This publication assumes no prior knowledge of MYOB. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system as you will be required to start applications, work with and copy files, and locate file folders.
<b>Approx* Duration</b>	2 days (14) hours
<b>Course Disk</b>	Student files for this publication can be downloaded free of charge from our website at <a href="http://www.watsoniapublishing.com">www.watsoniapublishing.com</a> . Follow the student file links on the home page. The product code required to download these student files is INF251.
<b>Methodology</b>	The In Focus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario.
<b>Companion Publications</b>	There are a number of other complimentary titles in the same series as this publication. Information about other relevant publications can be found on our web site at <a href="http://www.watsoniapublishing.com">www.watsoniapublishing.com</a> .

*\* Approximate duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Tuesday, February 03, 2004 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.*



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**Product Information**

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## Module 1

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