

MYOB Version 13 Starting A New Company

General Description

This courseware aims to provide the skills and knowledge required to effectively set up MYOB Version 13 for a small business.

Learning Outcomes

At the completion of this courseware participants will be able to:

- start, navigate around, and exit from MYOB
- use MYOB's help system to obtain assistance
- create a new company file in MYOB
- modify a chart of accounts to suit specific business needs
- enter account opening balances into a new company file
- enter historical balances for customers and suppliers
- enter customer and supplier details into MYOB's card file
- setup inventory for a new company file.

Target Audience

This courseware is designed for people who wish to learn how to set up a small business operation within MYOB Version 13.

Prerequisites

This courseware assumes no prior knowledge of MYOB Version 13 or its predecessors. A general understanding of Microsoft Windows and file management is desirable.

Pages

8 chapters, 148 pages, and 19,796 words!

Approx* Duration

32 exercises. Anticipated duration* of 5.3 hours. Course files can be downloaded from our web site at www.watsoniapublishing.com.

Methodology

A hands-on approach is taken during this course. The exercises are designed to impart relevant skills and knowledge by having participants work through real-life examples and scenarios.

Companion Publications

Watsonia Publishing produce a wide range of other training related publications and products. Please visit our web site at www.watsoniapublishing.com for more details.

** 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, September 02, 2003 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice*



Publisher Details

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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. Finding Transactions
7. Company Viability
8. Exiting MYOB
9. Other Things To Know About MYOB
10. Basic Orientation Quick Reference

2. MYOB Help

1. Help Overview
2. Obtaining Context Sensitive Help
3. Searching For Specific Help
4. Accessing The Online Manual
5. Printing A Help Topic
6. Learning About MYOB
7. With A Little Help From Your Friends
8. MYOB Help Quick Reference

3. Creating A New Company File

1. Getting Ready For MYOB
2. Creating A New Company File
3. Entering Additional Company Information
4. Creating A New Company File Quick Reference

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. Chart Of Accounts Quick Reference

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. Opening Balances Quick Reference

6. Historical Balances

1. Historical Balances Overview
2. Changing Update Preferences
3. Entering Customer Balances
4. Entering Supplier Balances
5. Historical Balances Quick Reference

7. Cards

1. Cards Overview
2. Entering Customer Details
3. Entering Supplier Details
4. Changing Credit Terms
5. Choosing A Form Layout
6. Cards Quick Reference

8. Setting Up Inventory

1. Overview Of Inventory
2. Entering Inventory Items
3. More Complex Items
4. Counting Stock And Adjusting Inventory
5. Setting Up Inventory Quick Reference.

Your supplier is:

Product Information