

MYOB Version 13 Day to Day

General Description

This courseware is aimed at people who wish to learn how to use MYOB Version 13 to perform day-to-day business bookkeeping and accounting functions.

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
- make purchases from suppliers
- pay for purchases that have been made from suppliers
- make sales to customers
- deal with more complex invoicing matters
- record customer payments
- work with inventory on a day-to-day basis
- write cheques to make payments
- perform a bank reconciliation
- produce a variety of business related reports
- understand how MYOB is used to track GST
- use MYOB's BASlink to produce a Business Activity Statement.

Target Audience

This courseware is designed for people who wish to learn how to use MYOB Version 13 to perform the normal day-to-day bookkeeping operations required in a small business.

Prerequisites

This course is designed for participants with little or no knowledge of MYOB Version 13 or its predecessors. A working knowledge of Microsoft Windows and file management is desirable.

Pages

13 chapters, 252 pages, and 32,991 words!

Approx* Duration

69 exercises. Anticipated duration* of 11.5 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

Watsonia Publishing

Telephone: (61 3) 9851 4000 Facsimile: (61 3) 9851 4001

Web Site: www.watsoniapublishing.com

MYOB Version 13 Day to Day

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. Purchasing

1. Purchasing Overview
2. Entering Bills From Suppliers
3. Raising A Purchase Order
4. Printing Purchase Orders
5. Receiving Items On Order
6. Purchasing Quick Reference

4. Paying For Purchases

1. Payments Overview
2. Determining the State of Your Payments
3. Finding Due Dates
4. Locating A Specific Order or Bill
5. Making Payments
6. Paying For Purchases Quick Reference

5. Selling

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
9. Selling Quick Reference

6. Invoicing Techniques

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

7. Receiving Payments

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

8. Working With Inventory

1. Inventory On A Day To Day Basis
2. Creating An Auto-Build Item
3. Checking Inventory Status
4. Auto-Building Inventory
5. Fulfilling Backorders
6. Working With Inventory Quick Reference

9. Cheques

1. Banking Overview
2. Writing Cheques
3. Recurring Cheques
4. Using A Recurring Cheque
5. Printing Cheques
6. Receiving Money
7. Cheques Quick Reference

10. Reconciliations

1. Reconciliation Overview
2. Producing A Reconciliation Report
3. Accounting For Government Fees
4. Bank Statements And The GST
5. Performing A Reconciliation
6. Reconciliations Quick Reference

11. Reports

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

12. MYOB And The GST

1. GST Overview
2. Tax Inclusive Transactions
3. Examining Tax Codes
4. Withholding GST
5. Examining GST Accounts
6. Running GST Reports
7. MYOB And The GST Quick Reference

13. Business Activity Statement

1. Business Activity Statement Overview
2. Preparing To Use BASlink
3. Creating Additional GST Account Numbers
4. Running Pre-BAS Reports
5. Setting Up BASlink
6. Entering Values Directly
7. Calculating Your Income Tax
8. Calculating Your Obligations
9. Creating The BAS Transaction
10. Making The Tax Payment
11. Business Activity Statement Quick Reference.

Your supplier is:

Product Information