

# MYOB Accounting Version 11

## Module 1

### General Information

**General Description:**

This courseware is designed to provide learners with the skills and knowledge required to setup and operate MYOB in a small to medium business environment.

**Learning Outcomes:**

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

- start, navigate around, and exit from MYOB
- use the extensive Help system
- create a new company data file
- access and modify the chart of accounts
- add opening balances to a new data file
- enter historical balances into a new company file
- enter data into the card file system
- prepare the inventory system in MYOB
- create purchase quotes and orders and enter bills
- track accounts payable in MYOB
- create invoices for cash and credit sales
- create more intricate invoices
- track accounts receivables in MYOB
- work with the inventory system in MYOB
- raise cheques in MYOB
- reconcile MYOB with your bank statement
- run a variety of reports in MYOB
- use the various GST features in MYOB
- produce BAS reports from MYOB.

**Target Audience:**

This course is intended for people who wish to improve their knowledge and skills in the use of MYOB Version 11. It is designed for learners who need to know how to set MYOB up for a small to medium business and how to use it on a day to day basis.

**Prerequisites:**

This course is designed for participants with little or no knowledge of MYOB. However, a basic understanding of Windows, especially file management, is desirable.

**Statistics:**

19 chapters, 350 pages, and 47,798 words!

**Duration\*:**

88 exercises. Anticipated duration\* of 14.7 hours

**Course Files:**

Course files required for this publication can be downloaded free of charge from our web site at [www.watsoniapublishing.com](http://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.

**Resource Sequence:**

WPP461 MYOB Version 11 – Module 1  
WPP462 MYOB Version 11 – Extended  
WPE463 MYOB Version 11 – Setting Up A Business  
WPE464 MYOB Version 11 – Day To Day  
WPE465 MYOB Version 11 – Payroll  
WPE466 MYOB Version 11 – Time Billing

*\* 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 Wednesday, September 10, 2003 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice*



## Table of Contents

### 1. Basic Orientation

1. Overview Of MYOB
2. Starting MYOB
3. The MYOB Screen
4. Navigating The Command Centre
5. The Command Centre
6. Making Enquiries
7. Company Viability
8. Exiting MYOB
9. Other Things To Know

### 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

### 3. Creating A New Data File

1. Getting Ready For MYOB
2. Creating A New Data File

### 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

### 5. Opening Balances

1. Opening Balances Overview
2. Entering Opening Balances
3. Opening Balances
4. Your Balance Sheet
5. Your Profit And Loss

### 6. Historical Balances

1. Historical Balances Overview
2. Changing Update Preferences
3. Entering Receivables Balances
4. Entering Historical Purchases

### 7. Cards

1. Cards Overview
2. Entering Customer Details
3. Entering Supplier Details
4. Changing Credit Terms

### 8. Setting Up Inventory

1. Overview Of Inventory
2. Entering Inventory Items
3. More Complex Items
4. Counting Stock

### 9. Purchasing

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

### 10. Payables

1. Payables Overview
2. Determining the State of Your Payables
3. Finding Due Dates
4. Locating A Specific Order
5. Making Payments

### 11. 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

### 12. 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

### 13. Receivables

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

### 14. Working With Inventory

1. Inventory Day To Day
2. Adding An Auto-Build Item
3. Checking Inventory Status
4. Auto-Building Inventory
5. Fulfilling Backorders

### 15. Cheques

1. Chequebook Overview
2. Writing Cheques
3. Recurring Cheques
4. Using A Recurring Cheque
5. Printing Cheques
6. Receiving Money

### 16. Reconciliations

1. Reconciliation Overview
2. Reconciliation Report
3. Journal Adjustments
4. Bank Statements and the GST
5. Performing A Reconciliation

### 17. Reports

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

### 18. 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

### 19. Business Activity Statement

1. Overview
2. MYOB And The BAS
3. Preparing BASlink
4. Running Pre-BAS Reports
5. Calculating Income And Expenses
6. Entering Values Directly
7. Calculating Your Income Tax
8. Calculating The Front Sheet
9. Creating The BAS Transaction
10. Making The Tax Payment

Your supplier is: