

## MYOB Version 13 Module 1

### General Description

This comprehensive courseware provides the learner with a sound understanding of how to set up and maintain company accounting records and books using MYOB Version 13.

### 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
- 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 course is intended for people who wish to learn how to use MYOB to set up and maintain company accounting records and books. The attendee will learn how to create and maintain company accounts, raise orders and invoices, make payments and record receipts, create a BAS statement, and produce a series of company reports.

### Prerequisites

This course is designed for participants with little or no knowledge of MYOB. However, an understanding of the Windows environment, especially with regard to creating file folders and copying files, would be beneficial.

### Pages

19 chapters, 362 pages, and 46,083 words!

### Approx\* Duration

90 exercises. Anticipated duration\* of 15.0 hours. Course files can be downloaded 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.

*\* 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 03, 2003 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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## Contents

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### 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

### 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 Company File

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

### 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. Checking Your Balance Sheet
5. Checking Your Profit And Loss

### 6. Historical Balances

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

### 7. Cards

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

### 8. Setting Up Inventory

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

### 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. 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

### 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. 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

### 14. 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

### 15. Cheques

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

### 16. Reconciliations

1. Reconciliation Overview
2. Producing A Reconciliation Report
3. Accounting For Government Fees
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. 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. 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.

Your supplier is:

**Product Information**