

## MYOB Version 17 Module 1

<b>General Description</b>	The skills and knowledge acquired in MYOB Version 76 Module 1 are sufficient to be able to setup and operate MYOB software in a small business, home, partnership, or club environment.
<b>Learning Outcomes</b>	At the completion of MYOB Version 17 Module 1 you should be able to: <ul style="list-style-type: none"><li>• understand and use some of the key features of MYOB</li><li>• create a new company file in MYOB</li><li>• create a chart of accounts for a new company file</li><li>• understand and enter opening balances into MYOB</li><li>• enter historical balances into a new company data file</li><li>• make changes to customer and supplier details in the Card File</li><li>• set up the inventory features in MYOB</li><li>• purchase items for a business in MYOB</li><li>• make payments in MYOB for purchases that have been made</li><li>• enter sales transactions into MYOB and create invoices</li><li>• produce more complex invoices</li><li>• apply customer payments to open invoices</li><li>• work with the inventory that has been setup in MYOB</li><li>• use MYOB's cheque facility for making purchases</li><li>• reconcile MYOB against company bank statements</li><li>• work with the reporting system in MYOB</li><li>• understand how MYOB is setup and works with the GST</li><li>• setup and complete a Business Activity Statement</li></ul>
<b>Target Audience</b>	MYOB Version 17 Module 1 is designed for users who are keen to extend their understanding and knowledge MYOB accounting software.
<b>Prerequisites</b>	MYOB Version 17 Module 1 assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.
<b>Pages</b>	216 pages
<b>Approx* Duration</b>	36.0 hrs
<b>Course Disk</b>	Many of the topics in MYOB Version 17 Module 1 require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at <a href="http://www.watsoniapublishing.com">www.watsoniapublishing.com</a> . Simply follow the student files link on the home page. You will need the product code for this course which is INF590.
<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 Wednesday, January 23, 2008 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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### Basic Orientation

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- Finding Past Cash Sales
- Displaying A Balance Sheet
- Displaying Profit And Loss
- Making Sure Your Data Is Safe
- Exiting From MYOB
- Other Things To Know About MYOB

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- Preparing For Electronic Banking

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- Profit And Loss Accounts
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- Analysing Balance Sheet Accounts
- Analysing Profit And Loss Accounts

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### The Card File

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- Locating A Specific Order Or Bill
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- Understanding Sales In MYOB
- Creating An Invoice
- Entering Invoice Details
- Entering Freight And Comments
- Reviewing The Sales Journal
- Changing Customer Credit Terms
- Providing Discounts
- Changing Line Item Prices

Your supplier is:

**Product Information**

Accepting Deposits  
Recording More Invoices  
Printing Invoices  
Emailing Invoices  
Creating A Cash Customer  
Entering A Cash Sale  
Printing A Cash Receipt

### **Invoicing Techniques**

Placing Items On Backorder  
Creating A Service Invoice  
Creating More Service Invoices  
Viewing Your Invoices  
Raising A Credit Note  
Settling The Credit

### **Receivables**

Receiving Customer Payments  
Selecting A Payment Method  
Applying The Payment  
Applying Payments To Multiple Invoices  
Understanding Bank Deposits  
Nominating Transactions To Deposit  
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Understanding Activity Statements  
Creating An Activity Statement  
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Creating An Auto-Build Item  
Creating Tracking Accounts  
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Specifying The Component Parts  
Building An Auto-Build Item  
Checking Inventory Status  
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Receiving Supplies For Backorders  
Fulfilling Backorders

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Writing A Cheque  
Adding A Supplier On The Fly  
Adding Cheque Details  
Entering More Cheques  
Understanding Recurring Transactions  
Cards For Recurring Transactions  
Creating A Recurring Cheque Template  
Using A Recurring Cheque  
Changing A Recurring Cheque  
Printing Cheques

Receiving Money

### **Reconciliations**

Understanding Bank Statements  
Understanding The Reconciliation Report  
Creating A Reconciliation Report  
Accounting For Government Fees  
Creating An ITS Tax Code  
Starting The Reconciliation  
Clearing Outstanding Cheques And Deposits  
Entering Bank Interest And Fees  
Completing The Reconciliation

### **Working With Reports**

Selecting A Report  
Printing A Report  
Understanding Report Customisation  
Filtering A Report  
Choosing Fields For A Report  
Formatting A Report  
Saving A Report  
Changing Report Orientation  
Reporting In Microsoft Excel

### **MYOB And The GST**

Tax And Invoicing  
Tax Exclusive Invoicing  
Understanding Tax Codes  
Examining Tax Codes  
Adding A Supplier Without An ABN  
Recording An Order Without An ABN  
Examining GST Accounts  
Running GST Reports

### **Business Activity Statements**

Understanding BAS Requirements  
Preparing To Use BASlink  
Creating Additional GST Accounts  
Running Pre-BAS Reports  
Understanding The BASlink Program  
Accessing BASlink  
Setting Up Worksheet Links  
Setting Up The Purchases Fields  
Entering PAYG Tax Withheld Information  
Calculating The PAYG Instalment  
Creating Transaction Information  
Saving BASlink Setup Information  
Creating The Tax Payment

### **Concluding Remarks**

Your supplier is:

**Product Information**