

# MYOB Level 2 – Mind Your Own Business

MYOB Basics plus BAS – Using MYOB Accounting Plus v 18

## Course Descriptor:

This course will provide you with the basic knowledge and skills to use the following MYOB business management software to manage the financial accounting requirements of a small to medium enterprise.

- MYOB Accounting v 18
- MYOB Accounting Plus v 18
- MYOB Premier
- MYOB Premier Enterprise
- MYOB AccountEdge

## Course Duration:

3 days – 9.00 am to 3.00pm

## Prerequisites:

Before undertaking this course you are required to have a of bookkeeping to Bank reconciliation and an of personal computers and windows ie:

- Windows course – Vista or XP (Operate a personal computer)
- MYOB level 1

Good keyboard and mouse skills are essential.

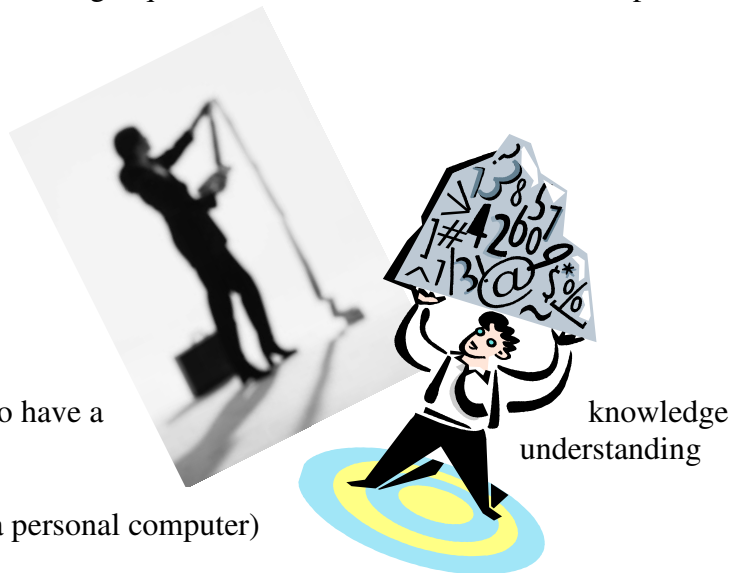
## Course Aim & Methodology:

This course aims to increase the trainee's computer productivity by providing the skills and knowledge to work with MYOB Software.

The instructional method combines trainer-led demonstrations with hands-on student practice. You will work through a series of examples using a case study. Each unit concludes with a review.

## Course Elements:

1. Using and exploring MYOB
2. Using the Command Centre (Bank, Purchases & Sales)
3. Reconciliation
4. Files Management and Error Correction
5. End of Year Procedures and Adjustments
6. Creating a New Data File
7. Business Activity Statement
8. MYOB in Action



## Course Content

### Exploring MYOB

- *Introduction to MYOB*
- *Opening your MYOB data file*
- *Exploring MYOB command Centres*
- *Exploring Tax Codes*
- *Exploring the Command Panel*

### Using the Help Feature

#### Banking Command Centre

- *Viewing Banking Preferences*
- *Entering payments from cheque butts*
- *Saving and using a recurring payment*
- *Checking accuracy of data entered – using Bank register and journals*
- *Correcting errors*
- *Entering payments using the bank register*
- *Setting up undeposited funds*
- *Entering cash sales*
- *Recording the banking of undeposited funds*
- *Printing a bank register*
- *Entering petty cash payments*
- *Entering visa card payments*
- *Printing GST collected and paid report and a profit and loss statement*

#### Reconciling your Cheque Account

- *Reconciling your bank account*
- *Entering account keeping fees*
- *Undo bank reconciliation*
- *Printing a balance sheet*

#### File Management and Error correction

- *Correction of errors using changeable and unchangeable data files*
- *Displaying your audit trail report*
- *Combining cards*
- *Combining accounts and changing account names*
- *Backing up your data and restoring your back up*

#### Sales Command Centre

- *Creating a service invoice*
- *Selecting account names instead of numbers*
- *Creating and printing a professional invoice*
- *Creating a new customer*
- *Customising your professional invoice*
- *Checking the accuracy of sales entered*
- *Displaying amount owing by customers*
- *Displaying an items list*
- *Creating and printing an item invoice – inventoried and non inventoried items*
- *Setting up undeposited funds*
- *Creating and printing an item invoice – cash sale*
- *Recording and banking customer payments*
- *Entering and settling returns*
- *Viewing ageing methods*
- *Analysing your sales*
- *Using MYOB OfficeLink with Excel*
- *Viewing a receivables reconciliation report*
- *Designing reports*
- *Printing customer statements and viewing the customer ledger report*
- *Writing off an account as a bad debt*
- *Displaying GST cash and non-cash reports*
- *Inventory value reconciliation report*

## **Purchases Command Centre**

- *Editing purchases preference*
- *Entering purchases for the Snack Bar*
- *Entering the purchase of services*
- *Viewing amounts owing to suppliers*
- *Entering the purchase of stock items*
- *Recording the delivery of items ordered*
- *Purchase of an asset on credit*
- *Recording a supplier payment*
- *Setting up and entering payments to suppliers using electronic payments*
- *Handling discount*
- *Emailing a remittance advice*
- *Creating the electronic payment bank file*
- *Viewing item movements*
- *Viewing the supplier ledger report*
- *Viewing payables reconciliation summary report*
- *Reconciling supplier statements with MYOB data*
- *Viewing and printing GST collected and paid on a cash basis and accrual basis*
- *Comparing the items list with the balance sheet*

## **End of Year Procedures and Adjustments**

- *Printing stocktake reports*
- *Recording stocktake figures*
- *Recording Stock on Hand – Snack Bar (non-inventoried)*
- *Recording stock taken for business use*
- *Recording the purchase of an asset (bank loan)*
- *Accounting for prepaid expenses*
- *Accounting for accrued income*
- *Finalising your data file for the accountant*
- *Using the company data auditor*
- *Recording depreciation*
- *Printing a general ledger report*
- *Printing end of year reports after adjustments*
- *Starting a new financial year*
- *Optimising your data file*

## **Creating a New Data File**

- *Creating a new company file*
- *Customising your data file*
- *Signing on*
- *Activating your data file*
- *Setting up and entering opening balances in your accounts list*
- *Entering unrepresented cheques*
- *Setting up and adding tax codes to the accounts list*
- *Setting up banking procedures*
- *Setting up sales/purchases and entering opening balances*
- *Selecting forms to use*
- *Setting up inventory*
- *Entering stocktake figures*
- *Setting up User ID's and Passwords*
- *Deleting accounts not required in accounts list*
- *Closing and opening your data file*

## **MYOB in Action**

- *Reconciling your accounts*
- *Finding information*

## **Preparing the Business Activity Statement (BAS)**

- *Before preparing your Business Activity Statement*
- *Printing the transaction codes report*
- *Reconciling your GST (cash) report*
- *Setting up the Business Activity Statement*
- *Viewing the front and back sheets of the BAS*
- *Printing the BAS and BAS Transaction*
- *Entering the BAS Payment*
- *Locking your data file*
- *BAS checklist*