

MYOB in a Day

Current Version



Duration: **1 Day** Course Code: **MYOBE**

This course is designed to cover all the Essentials of using MYOB in a business environment from setup to basic payroll, all in one day! A great start for both the beginner and users wanting to improve their skills and unlock the power of this popular software.

Learning Outcomes

By the end of this course students will be able to navigate around MYOB, setup a business account, add inventory items, track sales and payments, reconcile bank statements, create GST reports and organise payroll.

Prerequisites

This course is designed for students with little or no knowledge of MYOB however fundamental accounting principles would be an advantage.

Welcome to Accounting

- What is Accounting?
- Accrual vs. Cash Accounting
- Creating Financial Reports
- Using Accounts Lists

Using MYOB

- Launching MYOB
- Using Command Centres
- Navigating around MYOB

Configuring MYOB

- Setting up MYOB
- Creating a Chart of Accounts
- Using Tax Codes
- Account Opening Balances
- Inventory – Items Lists
- System and User Preferences

Sales and Receivables

- Entering Sales
- The Sales Register
- Printing/Emailing Invoices
- Working with Quotes
- Receiving (Customer) Payments
- Producing Statements
- Managing Receivables
- Performing Sales Analysis

Purchases and Payables

- Purchases Layout
- Entering Purchases and Bills
- The Purchases Register
- Paying Bills
- Managing Payables

Banking and Other Money Matters

- Spending Money
- Recurring Transactions
- Periodical Payments
- Preparing Bank Deposits
- Petty Cash and Credit Cards
- The Bank Register
- Performing Bank Reconciliations
- Downloading Bank Statements from the Internet
- Electronic Payments and MYOB

GST & BAS – Procedures and Tips

- GST Liability Accounts
- Irregular GST Amounts
- Tax Code Exception Reports
- MYOB BASlink

MYOB Payroll

- Fair Work Compliance
- Setting up Payroll
- Processing Payroll
- Performing Electronic Payments
- Printing Payslips
- Payroll Liabilities Payments

