

# MYOB ESSENTIALS

## INTRODUCTION

### COURSE OUTLINE



#### TARGET AUDIENCE

This one-day course is intended for people who need to know how to use MYOB Essentials basics.

#### LEARNING OUTCOMES

The skills and knowledge covered in this course are sufficient to help you set up and use a set of accounts, using MYOB for day-to-day transactions

**DURATION:** 1 day

## COURSE OUTLINE

### Overview and Orientation

Getting into MYOB Essentials  
The Dashboard  
The Screen layout  
Things to look out for  
Exiting

### Creating a new Company file

Creating a new company file  
Selecting an accounts list  
Running through the setup wizard  
Checking the company information  
Backup concepts  
Restoring a backup file  
Opening your new company file

### The Chart of Accounts

Double Entry Bookkeeping concepts  
Understanding the meaning of posting  
Understanding the meaning of a Chart of Accounts  
Analysing the various account groups  
Understanding some basic bookkeeping terminology  
GST concepts you need to know  
Creating new accounts  
Header and Detail accounts  
Modifying and deleting existing accounts  
Changing default credit terms

### Opening Balances

Analysing a Trial Balance Report  
The Trial balance  
Entering Opening Balances

### Contacts

Entering new customers and selling details  
Entering new suppliers and buying details  
Entering customer and supplier historical balances

### Purchases

Understanding the life cycle of a purchase  
Entering suppliers invoices  
Viewing your invoices through the Purchases Register  
Entering a Purchase Order  
Emailing Purchase Orders

Converting a Purchase Order to an invoice when goods are received  
Creating and using a Recurring Purchase invoice or order  
Entering Quotes from Suppliers  
Converting a Quote to an Order

### Paying for Purchases

Seeing your Payables  
Locating due dates for payments  
Locating a specific order or bill  
Making payment to suppliers using Pay Bills  
Checking these payments through the Bank Register

### Sales

Understanding the life cycle of a sale  
Entering Customers Invoices  
Working with different tax types  
Entering Freight and Comments  
Viewing your invoices through the Sales Register  
Changing Credit Terms  
Accepting Deposits  
Printing or Emailing Invoices  
Creating a Cash Customer  
Entering a Cash Sale and printing the receipt  
Entering a Sales Quote  
Creating and using a Recurring Sales invoice or Quote  
Changing a quote to an invoice

### Receiving Payments from your Customers

Receivables  
Receiving payments from Customers through Receive payments  
Selecting a payment method  
Applying the payment Applying payments to multiple invoices  
Understanding bank deposits  
Nominating transactions to deposit  
Creating a bank deposit slip  
Checking these receipts through the Bank Register Statements  
Creating an Activity Statement  
Understanding the Sales Analysis  
Viewing Sales Performance

### Banking

Viewing all current transactions on the Bank Register  
Understanding the use of Spend and Receive Money  
Using Spend Money  
Using Receive Money  
Creating and using Recurring transactions in the Banking Module

### Bank Reconciliations

Understanding the Bank Statement  
Bank feeds  
Starting the Bank Reconciliation  
Creating an ITS Tax Code for Interest earned  
Entering Bank Interest and fees  
Printing and understanding the Reconciliation Report  
Completing the Reconciliation  
Understanding Bank Feeds

### Reports

Selecting a report  
Printing a report  
Simple customisation  
Saving a report

### Backups

Understanding Backup and Restore  
Performing a backup  
Performing a Restore

Work Smarter with Essentials - Demonstration



