

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 options
Checking the company information
Logging out
Logging in to 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 and editing accounts
Header and Detail accounts
Changing default credit terms

Opening Balances

Analysing a Trial Balance Report
The Trial balance
Entering Opening Balances

Contacts

Entering new customers
Entering new suppliers
Entering customer and supplier historical balances

Purchases

Understanding the life cycle of a purchase
Entering suppliers invoices
Viewing your invoices through the Purchases List
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

Paying for Purchases

Seeing your Payables
Locating due dates for payments
Locating a specific order or bill
Making payment to suppliers

Sales

Understanding the life cycle of a sale
Entering Customers Invoices
Working with different tax types
Entering Comments
Viewing your invoices through the Sales list
Changing Credit Terms
Accepting Deposits
Emailing Invoices
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
Selecting a payment method
Applying the payment
Statements
Creating an Activity Statement
Understanding the Sales Analysis
Viewing Sales Performance

Banking

Viewing current transactions
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
Starting the Bank Reconciliation
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

Work Smarter with Essentials - Demonstration

