

MYOB AccountRight

online version

INTRODUCTION



caring, flexible, professional

Duration: 1 day

TARGET AUDIENCE

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

MYOB Overview and Orientation

- Getting into MYOB
- The MYOB screen and Command Centre
- The Flow chart of activities
- Things to look out for
- Exiting MYOB

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

The Card file

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

Working with the Purchases module

- 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

Working with the Sales module

- 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

Reports

- Selecting a report
- Printing a report
- Simple customisation
- Saving a report

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

The Banking Module

- 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
- 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

Backups

- Understanding Backup and Restore
- Performing a backup
- Performing a Restore

Duration: 1 day

Class size: 10 max

Times: 9am to 4pm

Where to from here?: MYOB Intermediate, MYOB Advanced, MYOB Payroll