

Introduction to MYOB Accounting Plus Version 10 (Release 10.5.1)



A Two Day Guide

Ref No: DD124

Course Aims	This course aims to give you a “hands on” approach in setting up and using a computerised bookkeeping computer program. The manual covers course examples that are based on a small wholesale business.
Objectives	At the end of the course, you will have learned to: <ul style="list-style-type: none">• Set up and alter the chart of accounts to suit your particular needs• Enter purchases• Record and print invoices• Utilise the “recurring” function of MYOB• Reconcile with bank statements• Produce various reports• Set up budgets• Set up and use Payroll• Set up Baslink for the Business Activity Statement
Number of Pages	240
Audience	The courseware is designed for a new user to MYOB. It aims to teach through a series of examples that are created as you go. This manual is developed to provide you with both a training resource and a reference.
Prerequisites	Nil. An understanding of basic computer skills is recommended.
Course Length	In a training environment this training module is suitable for 2 days.
Course Structure	The course contains instructor lead exercises as well as examples completed at the students’ own pace.

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Introduction

Course Aims

- Method
- Tips for Learning Computer Software
- About MYOB
- Installing MYOB
- Scenario

Part 1 – Creating the Company File

Part 2 – The Tax Code List

- Deleting Tax Codes
- Adding Tax Codes

Part 3 – The Chart of Accounts

- Renaming Accounts
- Altering Tax Codes in Accounts
- Deleting Accounts
- Adding New Accounts

Part 4 – Recording a Deposit

Part 5 – Writing Cheques

Part 6 – Vendors (Suppliers)

Part 7 – Inventory

Part 8 – Purchase Orders

Part 9 – Purchases Recording

Part 10 – Purchases, Paying COD

Part 11 – Credits, Returning Goods

Part 12 – Customers (Debtors)

Part 13 – Sales

Part 14 – Other Accounts

Part 15 – Reordering Stock (including discount)

Part 16 – Credits, goods returned to us

Part 17 – Paying Bills (Vendor Payments)

Part 18 – Customers Payments

Part 19 – Bank Reconciliation

Part 20 – Dishonoured Cheques

Part 21 – Payroll

- Setting up Employees in Card File
- Processing Pays
- Using the Payroll Clearing Account
- Pay Slips

Part 22 – Paying Mastercard

Part 23 – GST Reports

Part 24 – GST Reports: BASLink

Part 25 – Paying the BAS Liability

Part 26 – Other Reports

Part 27 – Budgets

Conclusion

Glossary