

# Introduction to MYOB Accounting Plus Version 12



A Two Day Guide

**Ref No: DD128**

<b>Course Aims</b>	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.
<b>Objectives</b>	At the end of the course, you will have learned to: <ul style="list-style-type: none"><li>• Set up and alter the accounts list to suit your particular needs</li><li>• Enter purchases</li><li>• Record and print invoices</li><li>• Deal with dishonoured cheques</li><li>• Reconcile with bank statements</li><li>• Produce various reports</li><li>• Set up budgets</li><li>• Set up Baslink for the Business Activity Statement</li></ul>
<b>Number of Pages</b>	250
<b>Audience</b>	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.
<b>Prerequisites</b>	Nil.  An understanding of basic computer skills is recommended.
<b>Course Length</b>	In a training environment this training module is suitable for 2 days.
<b>Course Structure</b>	The course contains instructor lead exercises as well as examples completed at the students’ own pace.

# Introduction to MYOB Accounting Plus Version 12



A Two Day Guide

## **Introduction**

- Course Aims
- Course Objectives
- Tips for Learning Computer Software
- A Quick Word about MYOB
- Installing MYOB
- Starting MYOB
- Scenario

## **Part 1 - Creating the company file**

- Setting Up Payroll

## **Part 2 – The Tax Code List**

- Deleting Tax Codes
- Adding Tax Codes

## **Part 3 – The Accounts List**

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

## **Part 4 - Recording a Deposit**

## **Part 5 - Spend Money – Entering Cheques**

- Writing another Cheque
- A Trial Balance Report

## **Part 6 - Suppliers**

## **Part 7 - Inventory**

- Entering Profile Details
- Entering Buying Details
- Entering Selling Details

## **Part 8 - Purchase Orders**

- Viewing the Orders
- Deleting Transactions

## **Part 9 – Recording Bills**

- Entering Invoice Details

## **Part 10 - Purchases – Paying COD**

- Viewing Purchases
- Viewing Stock Levels
- Viewing the Balance Sheet

## **Part 11 – Adjustment Notes - Returning Goods**

- Entering an Adjustment Note

## **Part 12 - Customers (Debtors)**

- Entering Profile Details
- Entering Selling Details
- Entering Payment Details

## **Part 13 - Sales**

- Viewing Receivables

## **Part 14 - Other Bills**

- Viewing Accounts Payable
- Reports

## **Part 15 - Reordering Stock (including discount)**

## **Part 16 - Adjustment Notes - Goods returned**

## **Part 17 - Paying Bills (Supplier Payments)**

## **Part 18 - Customers Payments**

## **Part 19 - Entering Bank Deposits**

## **Part 20 - Bank Reconciliation**

## **Part 21 - Dishonoured Cheques**

## **Part 22 - Payroll**

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

## **Part 23 – Reconciling & Paying Mastercard**

- Paying the Credit Card

## **Part 24 - GST Reports**

## **Part 25 – GST Reports: BASLink**

- Setting up BASlink

## **Part 26 - Paying the BAS Liability**

## **Part 27 - Other Reports**

## **Part 28 - Budgets**

## **In Conclusion**

## **Index**

## **Glossary**