

## MYOB Module 1

### Basic Orientation

1. Overview Of MYOB
2. Starting MYOB In Microsoft Windows
3. The MYOB Screen
4. Navigating The Command Centre
5. Using The Command Centre
6. Finding Transactions
7. Company Viability
8. Exiting MYOB
9. Other Things To Know About MYOB
10. Basic Orientation Quick Reference

### Creating A New Company File

1. Getting Ready For MYOB
2. Creating A New Company File
3. Closing And Opening MYOB Data Files
4. Activating Your Company File
5. Creating A New Company File Quick Reference

### Chart Of Accounts

1. Chart Of Accounts Overview
2. Modifying Existing Accounts
3. Header And Detail Accounts
4. Deleting Accounts
5. Linking Accounts
6. Checking Tax Codes
7. Preparing For Electronic Banking
8. Chart Of Accounts Quick Reference

### Opening Balances

1. Opening Balances Overview
2. Entering Opening Balances
3. Opening Balances
4. Checking Your Balance Sheet
5. Checking Your Profit And Loss
6. Opening Balances Quick Reference

### Historical Balances

1. Historical Balances Overview
2. Checking Update Preferences
3. Entering Customer Balances
4. Entering Supplier Balances
5. Historical Balances Quick Reference

### Cards

1. Cards Overview
2. Entering Customer Details
3. Entering Supplier Details
4. Changing Credit Terms
5. Choosing A Form Layout
6. Cards Quick Reference

### Setting Up Inventory

1. Overview Of Inventory
2. Entering Inventory Items
3. More Complex Items
4. Counting Stock And Adjusting Inventory
5. Setting Up Inventory Quick Reference

### Purchasing

1. Purchasing Overview
2. Making Simple Purchases
3. Raising A Purchase Order
4. Printing Purchase Orders
5. Emailing Purchase Orders
6. Receiving Ordered Items
7. Receiving Items Without The Bill
8. Obtaining Quotes
9. Completing Quotes
10. Restocking From Inventory
11. Purchasing Quick Reference

### Paying For Purchases

1. Payments Overview
2. Determining The State Of Your Payments
3. Finding Due Dates
4. Locating A Specific Order Or Bill
5. Making Payments
6. Paying For Purchases Quick Reference

### Selling

1. Sales Overview
2. Creating An Item Invoice
3. Checking The Sales Journal
4. The Invoice From Hell
5. Printing Invoices
6. Emailing An Invoice
7. Entering Cash Sales
8. Selling Quick Reference

### Invoicing Techniques

1. More Invoicing Techniques
2. Placing Items On Back Order
3. Creating A Service Invoice
4. Viewing Your Invoices
5. Raising A Credit Note
6. Settling The Credit
7. Invoicing Techniques Quick Reference

### Receivables

1. Receivables Overview
2. Applying Payments
3. Applying Payments To Multiple Invoices
4. Preparing A Bank Deposit Slip
5. Printing An Invoice Statement
6. Printing An Activity Statement
7. Analysing Sales Performance
8. Receivables Quick Reference

### Working With Inventory

1. Inventory On A Day To Day Basis
2. Creating An Auto-Build Item
3. Checking Inventory Status
4. Auto-Building Inventory
5. Fulfilling Backorders
6. Working With Inventory Quick Reference

### Cheques

1. Banking Overview
2. Writing Cheques
3. Recurring Cheques
4. Using A Recurring Cheque
5. Printing Cheques
6. Receiving Money
7. Cheques Quick Reference

### Reconciliations

1. Reconciliation Overview
2. Producing A Reconciliation Report
3. Accounting For Government Fees
4. Bank Statements And The GST
5. Performing A Reconciliation
6. Reconciliations Quick Reference

### MYOB Reports

1. Overview Of Reports
2. Generating Reports
3. Customising Reports
4. Changing The Report Orientation
5. Sending Reports to Microsoft Excel
6. MYOB Reports Quick Reference

### MYOB And The GST

1. GST Overview
2. Tax Inclusive Transactions
3. Examining Tax Codes
4. Withholding Tax
5. Examining GST Accounts
6. Running GST Reports
7. MYOB And The GST Quick Reference

### Business Activity Statement

1. Business Activity Statement Overview
2. Preparing To Use BASlink
3. Creating Additional GST Account Numbers
4. Running Pre-BAS Reports
5. Setting Up The BASlink Worksheet
6. Entering Values Directly
7. Calculating Your PAYG Instalment
8. Creating BAS Transaction Information
9. Making The Tax Payment
10. Business Activity Statement Quick Reference.

## MYOB Payroll

### Setting Up Payroll

1. Overview Of Payroll
2. Opening The Data File
3. Setting Up Basic Payroll Information
4. Understanding Payroll Categories
5. Creating A New Deduction
6. Enhancing Payroll Accounts
7. Linking Categories And Accounts
8. Setting Up Payroll Quick Reference

### Setting Up Employees

1. Overview Of Employees
2. Employees In The Case Study
3. Creating An Employee Card
4. Entering Payroll Details for Salaried Employees
5. Entering Payroll Details for Hourly Employees
6. Entering Payroll History
7. Employee Banking Details
8. Splitting Electronic Payments
9. Setting Up Employees Quick Reference

### Conducting A Pay Run

1. Conducting A Pay Run Overview
2. Setting Up Bank Details For Electronic Payments
3. Paying Salaried Employees
4. Preparing Electronic Payments
5. Paying Hourly Employees
6. Printing Pay Cheques
7. Printing Payroll Advice Slips
8. Running A Summary Report
9. Conducting A Pay Run Quick Reference

### Entitlements

1. Overview Of Entitlements
2. Modifying Existing Entitlements
3. Understanding Entitlements
4. Creating New Entitlement Categories
5. Reassigning Wages Categories
6. Applying Entitlements
7. Entering Carry Overs
8. Entitlements For Hourly Employees
9. Entitlements For Salaried Employees
10. Reviewing Entitlements
11. Running Entitlement Reports
12. Entitlements Quick Reference

### Timesheets

1. Overview Of Timesheets
2. Activating the Timesheet Facility in MYOB
3. Preparing Employee Cards For Timesheets
4. Entering Data Into Timesheets
5. Conducting A Pay Run Using Timesheets
6. Creating Subsequent Timesheets
7. Running Timesheet Reports
8. Timesheets Quick Reference

### Payroll Information

1. Overview Of Payroll Information
2. Information
3. Analysing Employee Pays
4. Payroll Categories
5. Payroll Summary Reports
6. Payroll Information Quick Reference
7. Reference

### Payroll Obligations

1. Overview Of Payroll Obligations
2. Checking Payroll Liabilities
3. Paying the PAYG Withholdings
4. Paying Deductions
5. Paying Superannuation Guarantee Contributions
6. Reviewing Liability Payments
7. Payroll End Of Year Obligations
8. Creating Payment Summaries
9. Starting A New Year
10. Payroll Obligations Quick Reference.