

MYOB Workshop (Day to Day)

1 Day Workshop

Course Outline

Description:

This is an introductory course in computerised accounting on a Windows PC using MYOB AccountRight Plus/Premier. It will allow the user to produce and manage purchase orders, Bills and sales invoices, manage accounts payable and accounts receivable and produce GST reports, complete Bank Reconciliation and BAS statements.

Content

Purchasing and Payables

- Understanding purchasing
- Entering bills from suppliers
- Raising and printing (or emailing) purchase orders
- Receiving items on order
- Obtaining and accepting quotes
- Restocking from Inventory
- Determining the state of payables
- Finding due dates and making payments

Selling, Invoicing and Receivables

- Understanding and entering sales
- Creating an item or service invoice
- Viewing and printing (or emailing) invoices
- Placing items on back order
- Raising credit notes and settling credit
- Changing Customer Credit Terms
- Providing and Accepting Discounts
- Applying payments to invoices
- Preparing a bank deposit slip
- Printing invoice and activity statements
- Analysing sales performance

Inventory and Cheques

- Working with inventory
- Auto-building inventory
- Ordering for Backorders
- Fulfilling Backorders
- Entering and printing cheques
- Recurring Transactions
- Receiving money

Reconciliations and Reports

- Producing a reconciliation report
- Understanding bank statements and the GST
- Creating an ITS Tax Code
- Completing a reconciliation
- Generating and customising reports
- Reporting in Microsoft Excel

GST and BAS

- Understanding GST
- Examining tax codes
- Suppliers without ABNs
- Understanding GST Accounts
- Running GST reports
- Understanding BAS Requirements
- Using BASLink
- Creating additional GST Accounts
- Running Pre-BAS reports
- Assessing BASlink and Worksheet links
- Entering PAYG Tax Withheld Information
- Calculating the PAYG instalment and Transaction Information
- Saving BASlink Setup Information and creating the Tax Payment