

# MYOB - ADVANCED COURSE



## Computer Smart TRAINING CENTRE

This 1 day Course is designed for current users of MYOB who wish to extend their knowledge and learn more about creating a data file, producing a BAS, entering journals into MYOB and preparing end of year reports. Suitable for the small business owner / bookkeeper or to enhance your job skills and career prospects, you will find this instructor led course very practical and hands on. Plenty of time is allowed for practice and revision to be sure you leave with skills you can use immediately

**Pre-Requisites:** As a minimum, students must have some MYOB experience preferably have completed or understand the units covered in the MYOB Essentials course. Basic knowledge of MYOB and bookkeeping terminology is essential.

**Learning Outcomes:** The skills in this course will allow you to - setting up a data file, entering transactions, journal entries and end of year procedures, printing reports and preparing the BAS. It also includes information on EFTPOS, Job Management and Budgets. Consolidation exercises are given.

### **Creating a New Data File**

- Creating a new company file
- Customising your data file
- Signing on
- Activating your data file
- Setting up your Accounts List
- Entering Opening Balances in Accounts List
- Entering Unpresented Cheques
- Setting up Tax Codes
- Adding Tax Codes to the Accounts List
- Notes on Account Types in Accounts List
- Notes on Classifications for Statement of Cash Flows
- Setting up Banking Procedures
- Setting up Sales and entering Opening Balances
- Setting up Purchases and entering Opening Balances
- Selecting Forms to Use
- Setting up Inventory
- Entering Stocktake figures
- Setting up User ID's and Passwords
- Deleting Accounts not required in Accounts List
- Closing and Opening your Data File

### **MYOB in Action**

- Exercise in which you enter receipts, payments, invoices,
- purchase orders, supplier and customer payments, adjustments
- and reports
- Reconciling your Accounts

### **Preparing the Business Activity Statement**

- Before preparing your Business Activity Statement
- Reconciling your GST [Cash] report
- Setting up the Business Activity Statement
- Viewing the Front Sheet of the BAS
- Viewing the Back Sheet of the BAS
- Printing the BAS
- Printing the BAS Transaction
- Entering the BAS Refund
- Locking your Data File
- BAS Checklist

### **Journal Entries and End of Year Procedures**

- Recording stock take figures
- Notes on double-entry bookkeeping and analysis of transactions
- Entering a Journal Entry for Private Use
- Entering a Journal Entry to correct an error
- Handling prepayments and spreading expense over the year with a journal entry
- Notes on Entering Adjustments Made by your Accountant
- End of Year Checklist
- Recording Depreciation
- Printing a Trial Balance
- Starting a New Financial Year
- Optimising your Data File

### **Job Management, EFTPOS and Budgets**

- Setting up Jobs
- Entering transactions using Jobs
- Viewing Job reports
- Reconciling your Job Reports
- Handling EFTPOS
- Entering Job Budget figures
- Adjusting your Budget figures
- Entering Budget figures for the business
- Printing Profit and Loss Multi-Period Budget Spreadsheet report
- Printing Profit and Loss Budget Analysis Report

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