



MYOB – Advanced

Introduction:

This course is aimed at people who wish to increase their MYOB knowledge.

Learning Outcomes:

At the completion of this courseware participants will be able to:

- Enter complicated GST Transactions, adjustments, print GST reports and BAS
- Use Contact Logs, Custom List and Identifiers
- Customise/Design Forms and Reports
- Enter overpayments, refunds and contras
- Pay suppliers by electronic payments
- Email invoices and statements
- Use Outlook Sync
- Set up your MYOB data file with password protection
- Export and Import data from on MYOB data file to another
- Export data to Excel and Word and use MYOB OfficeLink
- Process a simple payroll

Course Content:

- Advanced GST Issues
- Using MYOB as a Database
- Customising Forms
- Importing and Exporting MYOB Data
- Advanced Sales & Purchase features
- Using MYOB OfficeLink with your Word Processor
- Introduction to Payroll

Target Audience:

This course is designed to extend the user's knowledge

Duration:

1 Day

Courseware:

High quality learning materials are included in the course. Participants will also be presented with a certificate of achievement upon completion of the course.

Computer Training Options

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Ph: 1300 667 660 Email: training@cto.com.au Web: www.cto.com.au



computer training options

MYOB – Advanced

Advanced GST Issues

View Tax Codes
Purchase of an Asset including GST on credit
Purchase of an Asset (going concern)
Payment of invoice from supplier not registered for GST
Payment of invoice from supplier with no ABN
Accounting for Hire Purchase Arrangements- Non Cash
Accounting for Hire Purchase Arrangement – Cash
Accounting for Premium Funding arrangements
Claiming Fuel Tax Credits
Entering Input Taxed Purchases and Sales
Sale of Asset including GST Reporting
Reconciling GST
BAS Checklist
Setting up the BAS Information
Setting up the PAYG Installment
Claiming the Fuel Tax Credit
Linking Accounts

Using MYOB as a Database

Using Identifiers
Custom Lists
Contact Logs
Searching for Customers
Printing Mailing labels
Formatting
Designing Reports
Using Outlook Sync

Customising Forms

Planning your invoice
Customising Techniques
Adding a Remittance Slip

Importing and Exporting MYOB Data

Exporting your Accounts list
Exporting Item cards
Exporting Supplier Cards – with an identifier
Creating a new data file ready to import data
Importing an Accounts list
Linking your accounts
Importing Item cards
Importing Cards for Suppliers
Importing Journal Entries
Exporting Items to MS Excel
Changing information in MS Excel
Importing information back into MYOB
Exporting reports to your Word Processor
Importing MYOB reports into your Word Processor
Adding Passwords
Activating Data files
Setting up User ID's, Passwords and Restrictions

Advanced Sales & Purchase Features

Recording an overcharge
Recording an overpayment of Account
Writing a refund cheque
Handling a Contra Entry
Recording deposits from Customers
Notes on Lay-bys

Setting up Data file for Electronic payments and making payments
Batch emailing invoices/purchase orders
Batch emailing statements
Setting up controlling Credit Limits on Customers and Sales

Using MYOB OfficeLink with your Word Processor

Using OfficeLink with MS Word
Viewing OfficeLink templates
Using MYOB OfficeLink to create a single letter
Using MYOB OfficeLink to create Overdue letters
Creating a new MYOB OfficeLink template
Creating letters with the new template

Introduction to Payroll

Exploring the Payroll Command Centre
Exploring Employee Cards
Processing Pays
Printing Payroll reports

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