



computer training options

## **MYOB – Intermediate**

### Introduction:

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

### Learning Outcomes:

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

- Carry out a simple set up of a data file
- Enter GST transactions, adjustments, print GST reports and BAS
- Use the Banking Commands Centre in a variety of ways to manage your business
- Work in two financial years and start a new financial year
- Enter Budgets and print Budget reports
- Use the Job Management feature in different ways
- Use Categories

### Course Content:

- Setting up a MYOB data file
- MYOB and GST
- Banking Command Centre
- Working in Two Financial Years
- Budgets
- Job Management, Budgets and Categories

### Target Audience:

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



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## **MYOB – Intermediate**

### Set up of a Data File

MYOB Setup procedure  
Customising the data file  
Setting up Tax Codes

Setting up the Accounts list  
Entering Opening Balances  
Entering Unpresented cheques  
Setting up Debtors  
Setting up Creditors

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## MYOB and GST

Tax Codes and the BAS  
Accounting for GST not 1/11th  
Sales including and excluding GST  
Writing off Bad Debt  
Accounting for Private Use when bill is paid  
Accounting for Private Use at end of quarter  
GST Reports and checking Tax Codes  
Reconciling GST  
Setting up BAS and print  
Entering BAS Payment

## Banking Command Centre

Cash Register Takings  
EFTPOS  
Cash Register Takings with Customer payments  
Recording EFTPOS deposit in Bank A/c  
Recording Amex deposits in Bank A/c  
Reconciling Accounts  
Paying for business expenses yourself  
Repaying loan to the Business  
Cancelled and Bounced Cheques  
Creating User ID  
Recurring templates

## Working in Two Financial Years

Understanding MYOBs "This Year", and "Next Year"  
Working in 2 years  
30 June Checklist  
July Checklist  
Sending file to the Accountant  
End of Year maintenance  
Starting a New Financial Year  
Oops, you shouldn't have started a new year  
End of Year checklist

## Budgets

Entering Budget figures  
Budget Reports  
Using MYOB Officelink with MS Excel

## Job Management, Budgets and Categories

Creating Cards for Cost Centres  
Recording Payments and Receipts of Cost Centres  
Cost Centre Reports  
Reconciling Jobs  
Entering Job Budget Figures  
Printing Job Budget Figures  
Designing your Jobs report  
Creating Job Cards for Jobs with Reimbursables  
Entering Purchases and Expenses for the job  
Using the Reimbursable feature  
Marking up the Materials  
Billing the customer  
Accounting for Retentions  
Using Categories  
Categories Reports

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