

Table of Contents

MYOB Basics plus BAS

Using MYOB Accounting v16 & MYOB Premier v10

Unit 1: About this Workbook	1
Unit 2: Exploring MYOB	
Introduction to MYOB	5
Opening your MYOB data file.....	7
Exploring MYOB Command Centres	10
Exploring Tax Codes.....	25
Exploring the Command Panel.....	27
Unit 2 Summary Activity	29
Unit 3: Using Help	31
Unit 4: Banking Command Centre	39
Viewing Banking Preferences.....	42
Entering payments from Cheque Butts.....	43
Saving and Using a Recurring payment.....	48-50
Checking accuracy of data entered – using Bank Register	50
Checking the accuracy of data entered – using journals	51
Correcting errors.....	52
Entering payments using the Bank Register.....	54
Setting up Undeposited Funds.....	56
Entering Cash Sales.....	57
Recording the Banking of Undeposited Funds.....	61
Printing a Bank Register.....	63
Entering Petty Cash payments.....	64
Entering Visa Card Payments.....	65
Printing GST Collected and Paid report.....	66-67
Printing Profit and Loss Statement.....	68
Unit 5: Reconciling your Cheque Account	71
Reconciling your Bank A/c	71
Entering Account Keeping Fees.....	73
Printing a Balance Sheet.....	75
Notes on Reconciling your Cheque A/c using downloaded statement.....	77
Unit 6: File Management and Error Correction	79
Correction of Errors – using Changeable and Unchangeable data files	79
Displaying your Audit Trail report.....	83
Combining Cards.....	85
Combining Accounts and Changing Account Names	86
Backing Up your data file	87
Restoring your data file	91
Unit 7: Sales Command Centre	93
Notes on Cash and Accrual Accounting.....	93
Notes on Invoices and GST.....	94
Creating a Service Invoice	95

Table of Contents [continued]

Unit 7: Sales Command Centre [continued]	
Selecting Account Names instead of Account Numbers.....	98
Creating and printing a Professional Invoice	98
Creating a New Customer	99
Checking accuracy of sales entered.....	102
Displaying amount owing by Customers	102
Displaying an Items List.....	103
Creating and printing an Item Invoice – Non Inventoried Items.....	104
Creating and printing an Item Invoice – Inventoried Items.....	107
Creating and printing an Item Invoice – Cash Sale	109
Recording Customer Payments	113
Banking Customer Payments	113
Entering Returns.....	114
Settling Returns	115
Viewing Ageing Methods	116-117
Analysing your Sales.....	118
Using MYOB OfficeLink with Excel.....	119
Viewing a Receivables Reconciliation [Detail] report	120
Designing reports	122
Printing Customer Statements	123
Viewing the Customer Ledger report.....	125
Unit 8: Purchases Command Centre	127
Editing Purchases Preferences.....	127-128
Entering Purchases for the Snack Bar	129
Entering the Purchase of Services	131
Viewing amounts owing to Suppliers.....	132
Entering the Purchase of Stock Items.....	133
Recording the Delivery of goods ordered	135
Recording a Supplier Payment.....	137
Printing GST Collected and Paid – reporting on a Cash Basis	140
Printing GST Collected and Paid – reporting on an Accrual Basis.....	141
Printing a Balance Sheet.....	143
Viewing the Inventory Value Reconciliation Report	144
Unit 9: Finding Information in your data file.....	145-150
Unit 10: Preparing the Business Activity Statement	151
Before preparing the Business Activity Statement.....	151
Running the Company Data Auditor.....	151-154
Displaying Transaction Tax Codes report.....	155
Reconciling your GST.....	156
Setting up the Business Activity Statement.....	157-166
Printing BAS and BAS Transaction	166-167
Entering your BAS payment	169
Locking your data file	170