

Table of Contents

MYOB Basics in a Day v15/v9

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	37
Viewing Banking Preferences	40
Entering payments from Cheque Butts	41
Saving and Using a Recurring payment	46-48
Checking accuracy of data entered – using Bank Register	48
Checking the accuracy of data entered – using journals	49
Correcting errors	50
Entering payments using the Bank Register	52
Setting up Undeposited Funds	54
Entering Cash Sales	55
Recording the Banking of Undeposited Funds	59
Printing a Bank Register	61
Entering Petty Cash payments	62
Entering Visa Card Payments	63
Printing GST Collected and Paid report	64-65
Printing Profit and Loss Statement	66
Unit 5: Reconciling your Cheque Account	69
Reconciling your Bank A/c	69
Entering Account Keeping Fees	71
Printing a Balance Sheet	73
Notes on Reconciling your Cheque A/c using downloaded statement	75
Unit 6: File Management and Error Correction	77
Correction of Errors – using Changeable and Unchangeable data files	77
Displaying your Audit Trail report	82
Backing Up your data file	83
Restoring your data file	86
Unit 7: Sales Command Centre	89
Notes on Cash and Accrual Accounting	89
Notes on Invoices and GST	90
Creating a Service Invoice	91
Selecting Account Names instead of Account Numbers	94
Creating and printing a Professional Invoice	94
Creating a New Customer	94
Displaying an Items List	99

Table of Contents [continued]

Unit 7: Sales Command Centre [continued]	
Creating and printing an Item Invoice – Non Inventoried Items.....	100
Creating and printing an Item Invoice – Inventoried Items.....	103
Creating and printing an Item Invoice – Cash Sale.....	105
Recording Customer Payments.....	107
Banking Customer Payments.....	109
Entering Returns.....	110
Settling Returns.....	111
Viewing Ageing Methods.....	112-113
Analysing your Sales.....	114
Using MYOB OfficeLink with Excel.....	115
Viewing a Receivables Reconciliation [Detail] report.....	116
Designing reports.....	116
Printing Customer Statements.....	119
Viewing the Customer Ledger report.....	121
Unit 8: Purchases Command Centre.....	123
Editing Purchases Preferences.....	123
Entering Purchases for the Snack Bar.....	125
Entering the Purchase of Services.....	127
Viewing amounts owing to Suppliers.....	128
Entering the Purchase of Stock Items.....	129
Recording the Delivery of goods ordered.....	131
Recording a Supplier Payment.....	133
Printing GST Collected and Paid – reporting on a Cash Basis.....	135
Printing GST Collected and Paid – reporting on an Accrual Basis.....	135
Printing a Balance Sheet.....	139
Viewing the Inventory Value Reconciliation Report.....	140
Unit 9: Finding Information in your data file.....	141-146
Unit 10: Introduction to Payroll.....	147
Employment details for exercise.....	149
Checking Payroll Year details.....	150
Viewing Wages Accounts in the Accounts List.....	151
Viewing Payroll Categories.....	152
Notes on Superannuation.....	156
Viewing Card Files for employees.....	162
Processing Weekly payroll.....	173
Editing Standard Pays – sick, overtime, allowances.....	174
Viewing Payroll Advice report.....	180
Printing Payslips.....	181
Printing Payroll Activity Report.....	182
Processing 1 Week’s pay plus 2 Weeks’ Holiday Pay.....	183
Viewing payroll figures in Profit and Loss and Balance Sheet.....	184-184
Notes on MYOB M-Powered superannuation.....	186