

## Get Started Here

MYOB is a popular accounting program designed for small business.

One-on-One Personal Computer Training provides a comprehensive advanced course on MYOB and will enable your students to become highly productive with the product.

## Learning Outcomes

This course is designed for people who are new to accounting software. It covers the essential features people need to use MYOB.

At the end of the course, the student will be able to:

- ☞ Customise Many MYOB Features and Operations
- ☞ Manage MYOB Files and Security
- ☞ Work with Customer lists, custom fields, and identifiers to mine data
- ☞ Use MYOB to manager the petty cash drawer
- ☞ Manage credit cards for a business
- ☞ Use MYOB to manage POS
- ☞ Use MYOB's Job Tracking
- ☞ Merge Letters between MYOB and Microsoft Word
- ☞ Export Data to Microsoft Excel
- ☞ Complete End of Month Transactions in MYOB
- ☞ Complete End of Year Transactions and roll over MYOB
- ☞ Customise MYOB Forms

## Structure

The course is organised in a series of lessons, each of which addresses a particular functional area of the product. Basic concepts are introduced first. Later materials build on these basics until the student has a sound grasp of the principles involved.

Each lesson starts with a list of learning outcomes for the lesson. Subject matter in the lesson is interspersed with practical exercises to illustrate the material covered. At the end of each lesson there is a:

- ☞ Summary of the lesson, including a list of the skills learned and important terms
- ☞ Questionnaire to test the student's understanding of the lesson
- ☞ Case study for revision or for fast students.

The manual includes a table of contents, an index, a glossary of important terms, tips and review exercises.

## Contents (2-Day Course)

- ☞ Customising MYOB
- ☞ Changing Start Up And Closure
- ☞ Changing Sales And Purchase Preferences
- ☞ Reports And Form Preferences
- ☞ Creating File Associations
- ☞ Creating, Storing and Verifying a Backup
- ☞ Opening A File With A Password
- ☞ Creating User Profiles
- ☞ Working With A User Account
- ☞ Deleting Unwanted User Profiles
- ☞ Data Mining Overview
- ☞ Creating & Using A Custom List
- ☞ Creating Custom Fields & Using Custom Fields
- ☞ Creating & Using Identifiers
- ☞ Printing A List Of Identifiers
- ☞ Advanced Searching
- ☞ Advanced Reporting
- ☞ Custom Reports
- ☞ Petty Cash Overview
- ☞ Setting Up For Petty Cash
- ☞ Raising A Petty Cash Float
- ☞ Accounting For Petty Cash
- ☞ Petty Cash Quick Reference
- ☞ Credit Card Overview
- ☞ Spending Using A Credit Card
- ☞ Mixed GST Spending
- ☞ Paying Bills With A Credit Card
- ☞ Reconciling The Credit Card
- ☞ Paying Your Credit Card Account
- ☞ Linking To Undeposited Funds
- ☞ Creating A Generic Customer
- ☞ Cash Sales At The Counter
- ☞ Credit Card Sales At The Counter
- ☞ Banking Daily Sales Revenue
- ☞ Creating A Merchant Expense
- ☞ Accounting For Merchant Fees
- ☞ Reconciling Counter Sales With Your Bank
- ☞ Overview Of Fixed Assets
- ☞ Adding A New Asset
- ☞ Adjusting The Historical Balancing
- ☞ Allocating Depreciation
- ☞ Making Loan Repayments

- ☞ A Combined And Recurring Asset Transaction
- ☞ Using A Recurring Asset Transaction
- ☞ Creating A Header Job
- ☞ Creating Sub Jobs
- ☞ Creating Job Budgets
- ☞ Using Jobs
- ☞ Checking Job Status
- ☞ Creating A Reimbursable Expense
- ☞ Checking The Reimbursable List
- ☞ Invoicing Reimbursements
- ☞ Sending Personalised Letters
- ☞ Creating Individual Letters
- ☞ Creating Mailing Labels
- ☞ Creating A New Letter Template
- ☞ Using A New Letter Template
- ☞ Sending Cards To Excel
- ☞ Sending Sales Data To Excel
- ☞ Formula Gotchas
- ☞ End Of Month Overview
- ☞ Reconciling The Bank Account
- ☞ Performing A GST Check-Up
- ☞ Checking Customer & Supplier Balances
- ☞ Checking Your Payroll Obligations
- ☞ Fulfilling Payroll Obligations
- ☞ Checking The Inventory Balance
- ☞ Creating Stock Take Adjustment
- ☞ Performing Stock Take Adjustments
- ☞ Entering Depreciation
- ☞ Writing Off Bad Debts
- ☞ Settling The Bad Debt
- ☞ Understanding Prepayments
- ☞ Pro Rata Prepayment Adjustment
- ☞ Accrued Expenses
- ☞ Starting A New Financial Year
- ☞ Start Of Year Adjustments
- ☞ Overview Of Customising Forms
- ☞ Creating A New Custom Form
- ☞ Understanding The Forms Toolbar
- ☞ Setting Form Properties
- ☞ Previewing A Form
- ☞ Working With Text Fields
- ☞ Adding A New Data Field
- ☞ Deleting Unwanted Objects
- ☞ Working With Lines
- ☞ Formatting Fields
- ☞ Shading Fields
- ☞ Inserting A Picture
- ☞ Running The New Form

## Prerequisites

Students should already have completed the MYOB Core Course Prior To Enrolling for this course.

## Enquiries

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