

# Table of Contents

## Introduction to MYOB

### Using MYOB Accounting Plus

---

<b>Unit 1: About this Workbook</b> .....	1
<b>Unit 2: Exploring MYOB</b>	
Introduction to MYOB .....	5
Opening your MYOB data file .....	7
Exploring MYOB Command Centres .....	10
Exploring Tax Codes .....	25
Exploring the Command Panel.....	26
Unit 2 Summary Activity .....	28
<b>Unit 3: Using Help</b> .....	31
<b>Unit 4: Banking Command Centre</b> .....	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
<b>Unit 5: Reconciling your Cheque Account</b> .....	71
Reconciling your Bank A/c .....	71
Entering Account Keeping Fees.....	73
Undo Bank Reconciliation .....	75
Printing a Balance Sheet.....	76
Notes on Reconciling your Cheque A/c using downloaded statement.....	78
<b>Unit 6: File Management and Error Correction</b> .....	79
Correction of Errors – using Changeable and Unchangeable data files .....	79
Displaying your Audit Trail report.....	83-84
Combining Cards.....	85
Combining Accounts and Changing Account Names .....	86
Backing Up your data file.....	87
Restoring your Back Up .....	91
<b>Unit 7: Sales Command Centre</b> .....	93
Notes on Cash and Accrual Accounting.....	94
Notes on Invoices and GST.....	94
Creating a Service Invoice.....	95

# Table of Contents [continued]

---

<b>Unit 7: Sales Command Centre [continued]</b>	
Selecting Account Names instead of Account Numbers.....	98
Creating and printing a Professional Invoice .....	98
Creating a New Customer .....	99
Customising your Professional Invoice.....	103-108
Checking the accuracy of sales entered.....	109
Displaying amount owing by Customers .....	110
Displaying an Items List.....	111
Creating and printing an Item Invoice – Non Inventoried Items.....	112
Creating and printing an Item Invoice – Inventoried Items.....	115
Setting up Undeposited Funds.....	117
Creating and printing an Item Invoice – Cash Sale .....	118
Recording Customer Payments .....	120
Banking Customer Payments .....	122
Entering Returns .....	123
Settling Returns .....	124
Viewing Ageing Methods .....	125-127
Notes on Debt Collection Methods .....	127
Analysing your Sales.....	128
Using MYOB OfficeLink with Excel.....	129
Viewing a Receivables Reconciliation [Detail] report .....	130
Designing reports .....	132
Printing Customer Statements .....	133
Viewing the Customer Ledger report.....	135
Writing off an Account as a Bad Debt .....	136
Displaying GST Cash and Non-Cash reports .....	137
Inventory Value Reconciliation report.....	140
<b>Unit 8: Purchases Command Centre .....</b>	<b>141</b>
Editing Purchases Preferences.....	142
Entering Purchases for the Snack Bar .....	143
Entering the Purchase of Services .....	145
Viewing amounts owing to Suppliers.....	146
Entering the Purchase of Stock Items.....	147
Recording the Delivery of items ordered .....	149
Purchase of an asset on credit.....	151
Recording a Supplier Payment.....	152
Setting up Payments to Suppliers using Electronic Payments .....	154-155
Entering Electronic Payments .....	156
Handling Discount.....	157
Emailing a Remittance Advice.....	158
Creating the Electronic Payment Bank File .....	160
Viewing Item Movements .....	161
Viewing the Supplier Ledger report .....	163
Viewing Payables Reconciliation Summary report.....	164
Reconciling Supplier Statements with MYOB data .....	165
Viewing GST Collected and Paid – reporting on a Cash Basis.....	166
Printing GST Collected and Paid – reporting on an Accrual Basis.....	167
Comparing the Items List [Summary] with the Balance Sheet .....	168
<b>Unit 9: End of Year Procedures and Adjustments.....</b>	<b>169</b>
Printing stocktake reports .....	169
Recording stocktake figures .....	170
Recording Stock on Hand – Snack Bar [Non-Inventoried].....	172
Recording Stock taken for business use .....	173

# Table of Contents [continued]

---

<b>Unit 9: End of Year Procedures and Adjustments [continued]</b>	
Recording the Purchase of an Asset [Bank Loan] .....	174
Accounting for Prepaid Expenses .....	175
Accounting for Accrued Income .....	177
Finalizing your Data File for the Accountant .....	178
Using the Company Data Auditor .....	179
Recording Depreciation .....	182
Printing a General Ledger report .....	183
Printing End of Year reports after Adjustments .....	186-187
Starting a New Financial Year .....	188
Optimising your Data File .....	189
<b>Unit 10: Creating a New Data File .....</b>	<b>191</b>
Before you Start .....	192
Creating a new company file .....	193
Customising your data file .....	195
Signing on .....	197
Activating your data file .....	198
Setting up your Accounts List .....	198-202
Entering Opening Balances in Accounts List .....	203-205
Entering Unpresented Cheques .....	206
Setting up Tax Codes .....	208
Adding Tax Codes to the Accounts List .....	210
Notes on Account Types in Accounts List .....	213
Notes on Classifications for Statement of Cash Flows .....	213
Setting up Banking Procedures .....	214
Setting up Sales and entering Opening Balances .....	215-219
Setting up Purchases and entering Opening Balances .....	219-222
Selecting Forms to Use .....	223
Setting up Inventory .....	224-227
Entering Stocktake figures .....	228
Setting up User ID's and Passwords .....	229
Deleting Accounts not required in Accounts List .....	230
Closing and Opening your Data File .....	231
<b>Unit 11: MYOB in Action .....</b>	<b>233</b>
Exercise in which you enter receipts, payments, invoices, purchase orders, supplier and customer payments, adjustments and reports	
Reconciling your Accounts .....	248
Finding Information .....	249
<b>Unit 12: Preparing the Business Activity Statement .....</b>	<b>251</b>
Before preparing your Business Activity Statement .....	251
Printing the Transaction Tax Codes report .....	252
Reconciling your GST [Cash] report .....	254
Setting up the Business Activity Statement .....	255-262
Viewing the Front Sheet of the BAS .....	263
Viewing the Back Sheet of the BAS .....	264
Printing the BAS .....	266
Printing the BAS Transaction .....	267
Entering the BAS Payment .....	269
Locking your Data File .....	270
BAS Checklist .....	271

# Table of Contents [continued]

---

<b>Unit 13: Additional Exercise</b> .....	273
Exercise in which you enter end of year adjustments, start a new financial year, enter receipts, payments, invoices, purchase orders, supplier and customer payments in the following financial year, reconcile your bank account and print reports	
List of Printouts .....	281