



# computertrain

ABSOLUTE BEGINNERS TO ADVANCED

## MYOB 15 INTRODUCTION

Prices valid November 2005

### What is MYOB?

MYOB is a program created for the purpose of business management. Its various features allow for the management of company accounts, creation of purchase orders and sales invoices, the tracking of creditors and debtors and the fulfillment of BAS and GST obligations.

### About Computer Train



Computer Train has been teaching courses in Microsoft Office since 1999. There aren't many questions we haven't answered! We pride ourselves in offering free telephone support for all students, after the course – even if it's six months later!

Computer Train holds regular one day courses at our North Ryde Training Centre for people who want to become faster and more productive on their computers.

Often, it's a matter of not knowing what you don't know. Come to a Computer Train course and learn with friendly professional trainers at a pace that suits you.

### About the MYOB Introduction Course



This course is aimed at those who need to use MYOB version 15 for the purpose of account management and to create purchase orders and invoices. It is also used to track both creditors and debtors as well as for pre-dence reports.

### Learning Outcomes

- ✓ Start, navigate and exit MYOB
- ✓ Use MYOB's help system to receive assistance
- ✓ Create a new company file in MYOB
- ✓ Modify a chart of accounts to suit specific business needs
- ✓ Enter account opening balances into a new company file
- ✓ Enter historical balances for customers and suppliers
- ✓ Enter customer and supplier details in MYOB's card file
- ✓ Setup inventory for a new company file
- ✓ Make purchases from suppliers
- ✓ Pay for purchases that have been made from suppliers
- ✓ Make sales to customers
- ✓ Deal with more complex invoicing matters
- ✓ Record customer payments
- ✓ Work with inventory on a day to day basis
- ✓ Write cheques to make payments
- ✓ Perform a bank reconciliation
- ✓ Produce a variety of business related reports
- ✓ Understand how MYOB is used to track GST reports
- ✓ Use MYOB's BASlink to produce a BAS



### Other Information

Refer to Computer Train's website, or contact our friendly staff for dates and prices.

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## COURSE OUTLINE – MYOB 15 INTERMEDIATE

### Basic Orientation

1. Overview of MYOB
2. Starting MYOB from Windows
3. The MYOB Screen
4. Navigating the Command Centre
5. Working with the Command Centre
6. Finding Transactions
7. Company Viability
8. Exiting MYOB
9. Other Things to Know About MYOB

### Getting Help in MYOB

1. Help Overview
2. Obtaining Context Sensitive Help
3. Searching for Specific Help
4. Learning about MYOB

### Creating a New Company File

1. Getting Ready for MYOB
2. Creating a New Company File
3. Activating Your Company File

### Chart of Accounts

1. Chart of Accounts Overview
2. Starting MYOB with A Specific File
3. Modifying Existing Accounts
4. Header and Detail Accounts
5. Deleting Accounts
6. Linking Accounts
7. Checking Tax Codes
8. Preparing for Electronic Banking

### Opening Balances

1. Opening Balances Overview
2. Entering Opening Balances
3. Opening Balances
4. Checking Your Balance Sheet
5. Checking Your Profit and Loss

### Historical Balances

1. Historical Balances Overview
2. Changing Update Preferences
3. Entering Customer Balances
4. Entering Supplier Balances

### Cards

1. Cards Overview
2. Entering Customer Details
3. Entering Supplier Details
4. Changing Credit Terms
5. Choosing a Form Layout

### Setting up Inventory

1. Overview of Inventory
2. Entering Inventory Items
3. More Complex Items
4. Counting Stock and Adjusting Inventory

### Purchasing

1. Purchasing Overview
2. Entering Bills from Suppliers
3. Raising a Purchase Order
4. Printing Purchase Orders
5. Receiving Items on Order

### Paying For Purchases

1. Payments Overview
2. Determining the State of Your Payments
3. Finding Due Dates
4. Locating a Specific Order or Bill
5. Making Payments

### Selling

1. Sales Overview
2. Creating an Item Invoice
3. Checking the Sales Journal
4. The Invoice from Hell
5. Printing Invoices
6. Printing Another Invoice
7. Reprinting an Invoice
8. Entering Cash Sales

### Invoicing Techniques

1. More Invoicing Techniques
2. Placing Items on Back Order
3. Creating a Service Invoice
4. Viewing Your Invoices
5. Raising a Credit Note
6. Settling the Credit

### Receivables

1. Receivables Overview
2. Applying Payments
3. Applying Payments to Multiple Invoices
4. Preparing a Bank Deposit Slip
5. Printing an Invoice Statement
6. Printing an Activity Statement

7. Analysing Sales Performance

### Working with Inventory

1. Inventory on a Day to Day Basis
2. Creating an Auto-Build Item
3. Checking Inventory Status
4. Auto-Building Inventory
5. Fulfilling Backorders

### Cheques

1. Banking Overview
2. Writing Cheques

3. Recurring Cheques
4. Using a Recurring Cheque
5. Printing Cheques
6. Receiving Money

### Reconciliations

1. Reconciliation Overview
2. Producing a Reconciliation Report
3. Accounting for Government Fees
4. Bank Statements and the GST
5. Performing a Reconciliation

### Reports

1. Overview of Reports
2. Generating Reports
3. Customising Reports
4. Changing Orientation
5. Profit & Loss Report
6. Reporting in Microsoft Excel

### MYOB and the GST

1. GST Overview
2. Tax Inclusive Transactions
3. Examining Tax Codes
4. Withholding GST
5. Examining GST Accounts
6. Running GST Reports

### Business Activity Statement

1. Business Activity Statement Overview
2. Preparing To Use BASlink
3. Creating Additional GST Account Numbers
4. Running Pre-BAS Reports
5. Setting up BASlink
6. Entering Values Directly
7. Calculating Your Income Tax
8. Calculating Your Obligations
9. Creating the BAS Transaction
10. Making the Tax Payment

## ABSOLUTE BEGINNERS TO ADVANCED

# COURSE ENROLMENT FORM

Student Personal Details		Company Details (if enrolled by employer)		
Student Name		Company Name		
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		Company ABN		
Student Email		Company Contact Person Name		
Work		Phone No		
Home		Email		
Student Phone (Best Contact)		Supervisor's Signature (if applicable)		
Day		Company Address for Invoicing		
Night		Invoicing:		
Student Mailing Address				
Student Enrolment Details		Payment Information		
Are you studying <input type="checkbox"/> Distance Course <input type="checkbox"/> Public Course <input type="checkbox"/> Other		\$	\$	\$
		Course Cost	Additional Costs/Discount	Total Amount
Today's Date		<input type="checkbox"/> I am eligible for 25% off Early Bird discount		
Course/s in Which You Are Enrolling:		NOTE: To be eligible for the 25% off Early Bird discount you must enrol and pay at least 10 days prior to the start of the course.		
	Course level *	Course Date	How will you be paying?	
Course 1	Level		<input type="checkbox"/> Direct Deposit: I have attached/will email/fax confirmation of transaction.	
Course 2	Level		Account Name: Corelink Pty Ltd	
Course 3	Level		Account Number: 54890 3942	
Course 4	Level		National Australia Bank BSB: 084 834	
Course 5	Level		<input type="checkbox"/> Personal or Bank Cheque Attached	
* Level 1 = Introduction Level 2 = Intermediate Level 3 = Advanced		NOTE: Please make cheque payable to Corelink Pty Ltd		
Have you completed self-assessments? <input type="checkbox"/> No <input type="checkbox"/> Yes		<input type="checkbox"/> Credit Card Type of Credit Card: _____		
<b>Enrolment Terms</b> - I understand that:		No. ____ / ____ / ____ / ____		
<ul style="list-style-type: none"> <li>✓ Courses may be cancelled or postponed/re-schedule at any time</li> <li>✓ I have to cancel or re-schedule in writing within 3 days of the course start date or receive no refund</li> <li>✓ Refunds will not include the \$50.00 enrolment fee</li> <li>✓ I may provide a substitute student in my place at any time for no cost if I can't attend</li> <li>✓ I receive free telephone support</li> </ul>		Expiry Date: ____ / ____		
<input type="checkbox"/> I agree to the above terms (tick)		Total Amount: \$ _____		
Student Signature:		Name on Card: _____		
		Signature of Cardholder: _____		
Office Use – Initial and Date Each Box				
Form Received	Listed in Calendar	Confirmation sent	Registered Newsletter?	Paid? Invoice/Receipt
				Date:
				Credit Card Reference No.