



## MYOB Training

### Advanced MYOB

#### Who Should Do This Course?

This course is designed for people who wish to extend their understanding of the use of MYOB software application at an advanced level; beyond what is covered in our introductory MYOB course.

#### About The Course

During this 1 day course participants will acquire the skills and knowledge that are designed to go beyond the basics of MYOB and to help develop skills in more advanced and complex areas of MYOB software. Participants will receive a detailed course manual with step-by-step instructions designed on a real-world case study scenario. All courses are taught by certified MYOB consultants with real-world bookkeeping experience.

#### Prerequisites

Students should have completed our introductory MYOB course and MYOB Payroll course or have equivalent skills. It is assumed that the participants already know how to navigate MYOB, create invoices, and perform reconciliations before attending this course.

#### Duration: 1 day

**Class size:** 10 students max

**Times:** 9:00am - 5:00pm

**Price:** Refer to our website for current course and package pricing

#### After the course?

Each student will receive:

- Certificate of completion
- Training manual
- 12 months FREE email support
- FREE class re-sit (if necessary)

#### Learning Outcomes

Upon successful completion of this course, participants will be able to:

- make specific parts of MYOB perform the way that you want
- use the various tools and facilities in MYOB to protect the data
- apply passwords to restrict unauthorised access to your data
- work with MYOB's customising tools to search for data
- manage and control your petty cash
- better manage your credit card expenses and payments
- understand important strategies for dealing with fixed assets
- track the sales and expenses for various aspects of a contract
- use your MYOB data to generate letters in Microsoft Word
- perform a regular end of month checklist of MYOB to report the state of your business
- understand end of year tasks and how they should be performed in MYOB
- create sophisticated forms such as invoices, statements and purchase orders

## Content

### Unit 1: Customising MYOB

- Changing Startup And Closure
- Changing Sales And Purchase Preferences
- Reports And Form Preferences

### Unit 2: File Management

- Understanding File Management
- Creating File Associations In Windows
- Verifying A Data File
- Creating A Backup
- Restoring A Backup File

### Unit 3: Security In MYOB

- Understanding Security
- Setting The Administrator Password
- Opening A File With A Password
- Creating User Profiles
- Working With A User Account
- Deleting Unwanted User Profiles

### Unit 4: Data Mining In MYOB

- Understanding Data Mining
- Creating A Custom List
- Using A Custom List
- Creating Custom Fields
- Using Custom Fields
- Creating Identifiers
- Applying Identifiers To Customers
- Applying Identifiers To Employees
- Printing A List Of Identifiers
- Advanced Searching
- Advanced Reporting
- Custom Reports

### Unit 5: Petty Cash

- Setting Up For Petty Cash
- Raising A Petty Cash Float
- Accounting For Petty Cash

### Unit 6: Credit Cards

- Understanding Credit Cards
- Spending Using A Credit Card
- Mixed GST Spending
- Paying Bills With A Credit Card
- Overview – The MasterCard Statement
- Reconciling The Credit Card Account
- Paying Your Credit Card Account

### Unit 7: Point Of Sales

- Linking To Undeposited Funds
- Creating A Generic Customer
- Cash Sales At The Counter
- Assignment – Adding EFTPOS Counter Sales
- Assignment – Adding Credit Card Counter Sales
- Banking Daily Sales Revenue
- Creating A Merchant Expense Account
- Understanding Merchant Fee Accounting
- Accounting For Merchant Fees
- Understanding Counter Sales Reconciliation
- Reconciling Counter Sales With Banking

### Unit 8: Fixed Assets

- Understanding Fixed Assets
- Creating Accounts For Fixed Assets
- Receiving Loan Monies
- Purchasing A Capital Asset
- Overview Of The Loan Repayments
- Making Loan Repayments
- Recording Depreciation
- Selling An Asset
- Writing Off The Asset

### Unit 9: Job Tracking

- Understanding Job Tracking
- Creating A Header Job
- Creating Detail Jobs
- Creating Job Budgets
- Using Jobs
- Checking Job Status
- Creating A Reimbursable Expense
- Checking The Reimbursable Expenses List
- Invoicing Reimbursements

## Unit 10: MYOB And Word Processing

- Understanding Word Processing
- Creating Personalised Letters
- Creating Individual Letters
- Creating Mailing Labels
- Creating A New Letter Template
- Using A New Letter Template

## Unit 11: End Of Month

- Reconciling The Bank Account
- Produce A Reconciliation Report
- Performing A GST Check-Up
- Checking Customer And Supplier Balances
- Checking Payroll Obligations
- Fulfilling Payroll Obligations
- Checking The Inventory Balance

## Unit 12: End Of Year

- Understanding End Of Year
- Creating Stock Take Adjustment Accounts
- Performing Stock Take Adjustments
- Entering Depreciation
- Writing Off Bad Debts
- Settling The Bad Debt
- Entering Prepayments
- Pro Rata Prepayment Adjustment
- Accrued Expenses
- Starting A New Financial Year
- Start Of Year Adjustments

## Unit 13: Customising Forms

- Understanding 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
- Formatting More Fields
- Shading Fields
- Inserting A Picture
- Running The New Form
- Changing A Custom Form

## Looking for course dates?

To view a full list of course dates, please visit our website at [www.dynamicwebtraining.com.au](http://www.dynamicwebtraining.com.au)

Alternatively please contact our office on **1300 888 724**