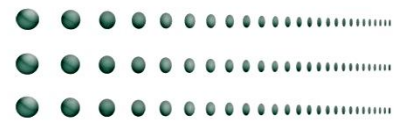




RT0 provider code: 60034

Business Skills  
IT Solutions  
Qualifications



## MYOB - Advanced

National Competency Standard (ICT):

BEBFIA304 Maintain a general ledger4

BSBFIA401 Prepare financial reports

BSBFIA402 Report on financial activity

### Course Objectives

This course is designed for current users of MYOB who wish to extend their knowledge and learn more about the customising and exporting aspects of MYOB. A hands-on approach is taken during this course. The exercises are designed to impart relevant skills and knowledge by having participants work through real-life examples and scenarios.

### Pre-Requisites

Participants should be familiar with setting up a new company and using the day to day features of MYOB such as invoicing and purchasing.

### Duration

1 Day

### Course Outcomes

1. customise many MYOB features and operations
2. manage MYOB files
3. apply password security to MYOB data files
4. work with custom lists, custom fields, and identifiers to mine data
5. use MYOB to manage your petty cash drawer
6. manage credit cards for a business
7. use MYOB to manage point of sales transactions
8. manage fixed assets using MYOB
9. use MYOB's job tracking features
10. merge letters between MYOB and a word processing application
11. export data from MYOB to a spreadsheet application
12. complete end of month transactions in MYOB
13. complete end of year transactions and roll over MYOB
14. customise MYOB forms.

### Optional Assessment

This is a nationally recognised training program. Participants who successfully complete the optional assessment component of this course will receive a Statement of Attainment for the unit(s) of competency

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# MYOB - Advanced

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outlined above (additional fee applies – please enquire when you book). Exercises completed during the course will be used as evidence towards unit competency. Participants who choose not to be assessed will receive a Certificate of Attendance.

# MYOB - Advanced

## Course Content

### Customising MYOB

- Changing Start-up And Closure
- Changing Sales And Purchase Preferences
- Reports And Form Preferences

### File Management

- Creating File Associations
- Verifying A Data File
- Creating A Backup
- Restoring A Backup File

### Security

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

### Data Mining In MYOB

- Creating A Custom List
- Using A Custom List
- Creating Custom Fields
- Creating Identifiers
- Advanced Searching
- Advanced Reporting
- Custom Reports

### Petty Cash

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

### Credit Cards

- Spending Using A Credit Card
- Mixed GST Spending
- Paying Bills With A Credit Card
- Reconciling The Credit Card Account

- Paying The Credit Card Account

### Point of Sales

- 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 Account
- Accounting For Merchant Fees
- Reconciling Counter Sales With Your Banking

### 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

### Job Tracking

- 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

### MYOB And Word Processing

- Sending Personalised Letters
- Creating Individual Letters
- Creating Mailing Labels

# MYOB - Advanced

- Creating A New Letter Template
- Using A New Letter Template

## MYOB and Spreadsheets

- Sending Cards To Excel
- Sending Sales Data To Excel
- Formula Gotchas

## End of Month

- Reconciling The Bank Account
- Performing A GST Check Up
- Performing Stock Taker Adjustments
- Checking Customer And Supplier Balances
- Checking Your Payroll Obligations
- Checking The Inventory Balance

## End of Year

- Creating Stock Take Adjustment Accounts
- 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

## Customising Forms

- Creating A New Custom Form
- Understanding The Customisation Dialog Box
- Previewing The Layout
- Working With Text Boxes
- Working With Fields
- Dealing With Unwanted Text And Fields
- Changing The Form Information
- Repositioning Boxes And Fields
- Creating Formatted Text Boxes

- Formatting Fields And Boxes
- Adding Lines
- Duplicating Fields
- Inserting A Graphic
- Running The New Form