

Table of Contents

MYOB Basics plus BAS

Using MYOB Accounting Plus

| | |
|---|-------|
| Unit 1: About this Workbook | 1 |
| Unit 2: Exploring MYOB | |
| Introduction to MYOB | 5 |
| Opening your MYOB data file..... | 7 |
| Exploring MYOB Command Centres | 10 |
| Exploring Tax Codes..... | 25 |
| Exploring the Command Panel..... | 27 |
| Unit 2 Summary Activity | 29 |
| Unit 3: Using Help | 31 |
| Unit 4: Banking Command Centre | 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 |
| Unit 5: Reconciling your Cheque Account | 71 |
| Reconciling your Bank A/c | 71 |
| Entering Account Keeping Fees..... | 73 |
| Printing a Balance Sheet..... | 75 |
| Notes on Reconciling your Cheque A/c using downloaded statement..... | 77 |
| Unit 6: File Management and Error Correction | 79 |
| Correction of Errors – using Changeable and Unchangeable data files | 79 |
| Displaying your Audit Trail report..... | 83 |
| Combining Cards..... | 85 |
| Combining Accounts and Changing Account Names | 86 |
| Backing Up your data file | 87 |
| Restoring your data file | 91 |
| Unit 7: Sales Command Centre | 93 |
| Notes on Cash and Accrual Accounting..... | 93 |
| Notes on Invoices and GST..... | 94 |
| Creating a Service Invoice | 95 |

Table of Contents [continued]

| | |
|--|----------------|
| Unit 7: Sales Command Centre [continued] | |
| Selecting Account Names instead of Account Numbers..... | 98 |
| Creating and printing a Professional Invoice | 98 |
| Creating a New Customer | 99 |
| Checking accuracy of sales entered..... | 102 |
| Displaying amount owing by Customers | 102 |
| Displaying an Items List..... | 103 |
| Creating and printing an Item Invoice – Non Inventoried Items..... | 104 |
| Creating and printing an Item Invoice – Inventoried Items..... | 107 |
| Creating and printing an Item Invoice – Cash Sale | 109 |
| Recording Customer Payments | 113 |
| Banking Customer Payments | 113 |
| Entering Returns..... | 114 |
| Settling Returns | 115 |
| Viewing Ageing Methods | 116-117 |
| Analysing your Sales..... | 118 |
| Using MYOB OfficeLink with Excel..... | 119 |
| Viewing a Receivables Reconciliation [Detail] report | 120 |
| Designing reports | 122 |
| Printing Customer Statements..... | 123 |
| Viewing the Customer Ledger report..... | 125 |
| Unit 8: Purchases Command Centre | 127 |
| Editing Purchases Preferences..... | 127-128 |
| Entering Purchases for the Snack Bar | 129 |
| Entering the Purchase of Services | 131 |
| Viewing amounts owing to Suppliers..... | 132 |
| Entering the Purchase of Stock Items..... | 133 |
| Recording the Delivery of goods ordered | 135 |
| Purchase of an asset..... | 137 |
| Recording a Supplier Payment..... | 138 |
| Printing GST Collected and Paid – reporting on a Cash Basis | 141 |
| Printing GST Collected and Paid – reporting on an Accrual Basis..... | 142 |
| Printing a Balance Sheet..... | 144 |
| Viewing the Inventory Value Reconciliation Report | 145 |
| Unit 9: Finding Information in your data file..... | 147-152 |
| Unit 10: Preparing the Business Activity Statement | 153 |
| Before preparing the Business Activity Statement..... | 153 |
| Running the Company Data Auditor..... | 153-156 |
| Displaying Transaction Tax Codes report..... | 157 |
| Reconciling your GST..... | 159 |
| Setting up the Business Activity Statement..... | 160-170 |
| Printing BAS and BAS Transaction | 170-171 |
| Entering your BAS payment | 173 |
| Locking your data file | 174 |
| BAS Checklist | 175 |