

Mind Your Business with MYOB



hosted by Heather Nowak

2 CD ROM set
\$160

(site licence POA)

MYOB Certified Consultant, Heather Nowak, takes you step-by-step through MYOB, helping you to understand how to use the basic features regularly used by small business staff. Throughout the presentation, stress is given to understanding the "why", rather than just the "how". The presentation consists of reproductions of MYOB screens, flowcharts, diagrams, scanned images of documents and video footage of the presenter. A challenge and test section are also included.



Heather Nowak has extensive experience in accounting, education and training, and small business management. She is a Certified MYOB Consultant of 8 years and has previously taught in secondary schools and TAFE and managed a retail business. She has simplified very complex concepts and made MYOB more accessible for both novice and advanced small business users.

Phone: 07 55 477224
Fax: 07 55 478838
274 Amber Cres
Jimboomba QLD 4280

Section A: Setting the Scene

- Money Money Money
- Manual verses Computer
- Opening a File

Section B: Command Centres

- The MYOB Family
- Card File
- Chequebook
- Sales
- Purchases
- Inventory
- General Journal

Section C: Command Panel

- What is it?
- MYOB Analyst
- Reports
- Inquiry Register
- To Do List

Section D: The Menu Bar

- Help
- Windows
- Reports
- Setup Menu
- Command Centre
- Lists
- Edit
- File

Section E: Getting Around MYOB

- Point & Click
- Keyboard Shortcuts
- Moving between Windows
- Arranging Windows
- Moving between Fields
- Drop Down Lists
- Tab & Zoom Arrows
- Closing Windows

Section F: Chart of Accounts

- What Makes MYOB Tick?
- What is The Chart?
- Account Groups
- What Accounts
- Account Types
- Account Levels
- Creating an Account

Section G: Linked Accounts

- What & Why

Section H: Preferences

- What are They?
- Security
- Purchases
- Sales
- Chequebook
- Reports Forms
- System/Window

Section I: Customizing

- Customizing

Section J: Information Flow

- MYOB Flowchart

Section K: Creating a New File

- Who should do it?
- Data File Assistant
- Setup Assistant - Customize
- Setup Assistant - Accounts
- Setup Assistant - Sales/Purchases

Section L: The Card File

- Types of Cards
- What's on a Card?
- Creating a card

Section M: MYOB as a Cashbook

- Cash Accounting
- Methods of Payment
- Spend Money Window
- Entering a Cheque
- Recurring Entries
- Entering Receipts
- Receive Money Window

Section N: Reconciling

- Preparation
- The Checking Process
- Bank Statement Items
- Out of Balance
- Completing the Process

Section O: Tracking Customers

- Invoice Layout
- Service Invoice
- Sending an Invoice
- Viewing Invoices & Debtors
- Item Invoice
- Receipts & Banking
- Credits and Statements

Section P: Tracking Suppliers

- Entering Bills
- Viewing Bills & Creditors
- Paying a Bill
- Debit Notes

Section Q: Reporting

- Minding your Business
- Accessing Reports
- Filters
- Design
- Formatting

Section R: Backup & Restore

- Backup
- Restore
- More Restore

Section S: Double Entry

- Assets = Liabilities + Proprietorship

Section T: Checking the Data

- Checklist

Section U: GST Codes

- Modifications
- The Codes

www.accountingsolutions.com.au