

Bookkeeping basics

- Profit and Loss
- Balance sheet
- Debits and Credits

Using MYOB

- MYOB accounting products
- Navigating around MYOB
- Company information
- MYOB settings

Accounts list

- Understanding the accounts list
- Adding new accounts
- Editing accounts
- Deleting / de-activating accounts
- Linked accounts

Tax codes

- Understanding tax codes
- Adding new tax codes
- Deleting tax codes

Card files

- Customer card files
- Supplier card files

Purchases

- Enter Bill or Spend Money?
- Entering cash purchases
- Entering credit purchases
- Using the Purchases Register
- Using the To Do List
- Payables report
- Paying suppliers
- Viewing the Bank Register

Sales

- Enter Sales or Receive money
- Entering cash sales
- Entering credit sales
- Using headers and subtotals
- Using the Sales Register
- Printing customer invoices
- Using the To Do List
- Receivables report
- Printing customer statements
- Receiving customer payments
- Printing customer receipts
- Viewing the Bank Register

Banking

- Preparing a bank deposit
- Reconciling the bank account
- Using the Bank entry screen
- Reconciling the credit card
- Setting up a Petty Cash system
- Reconciling the petty cash

BAS

- Setting up the BAS
- GST reports
- Reconciling control accounts
- Checking transactions
- Completing the BAS
- Printing the BAS
- Entering the ATO payment / receipt
- Reconciling the GST accounts