

# M Y O B

## Accounting Plus Version 19 Course Outline

Session	Content	Session	Content
<b>1</b>	<ul style="list-style-type: none"> <li>• Set up computerized business records</li> <li>• Set up General Ledger</li> <li>• Set up Accounts Receivable</li> <li>• Set up Accounts Payable</li> <li>• Enter supplier ABN's</li> </ul>	<b>5</b>	<ul style="list-style-type: none"> <li>• Set up Job Cards</li> <li>• Write cheques</li> <li>• Enter Job Budgets</li> <li>• Link Invoices to Salespersons</li> <li>• Enter Credit Card transactions</li> <li>• Edit Pending Invoices</li> <li>• Delete Pending Orders/Invoices</li> </ul>
<b>2</b>	<ul style="list-style-type: none"> <li>• Set up Tax Codes</li> <li>• Set up Inventory</li> <li>• Enter GST linked accounts</li> <li>• Enter GST linked suppliers</li> <li>• Enter Inventory opening balances</li> </ul>	<b>6</b>	<ul style="list-style-type: none"> <li>• Delete Purchase Orders</li> <li>• Reverse cheque payments</li> <li>• Write cheques</li> <li>• Enter bank direct entries</li> <li>• Enter deposits</li> <li>• Prepare GST Tax Reports</li> <li>• Prepare BAS Statement</li> </ul>
<b>3</b>	<p><b>Accounts Payable</b></p> <ul style="list-style-type: none"> <li>• Enter Item Orders and Bills</li> <li>• Enter Service Bills</li> <li>• Enter Credit Notes</li> <li>• Settle Purchase Returns/Debits</li> <li>• Enter Supplier Payments</li> <li>• Edit Invoices</li> <li>• Reverse Invoices</li> </ul>	<b>7</b>	<ul style="list-style-type: none"> <li>• Enter recurring cheques/deposits</li> <li>• Edit recurring cheques/deposits</li> <li>• Prepare Cash Flow Worksheet</li> <li>• Set up Payroll employee records</li> <li>• Set up Payroll Expense accounts</li> <li>• Enter Payroll transactions</li> <li>• View Payroll Reports</li> </ul>
<b>4</b>	<p><b>Account Receivable</b></p> <ul style="list-style-type: none"> <li>• Enter Item Invoices</li> <li>• Enter Service Invoices</li> <li>• Enter Credit Notes</li> <li>• Settle Sales Returns and Credits</li> <li>• Enter Customer Payments</li> <li>• Enter Customer Terms</li> <li>• Enter Backorder invoices</li> </ul>	<b>8</b>	<ul style="list-style-type: none"> <li>• Use undeposited funds</li> <li>• Prepare Batch Reports</li> <li>• Prepare General Journal entries</li> <li>• Reconcile bank account</li> <li>• Month end processing</li> <li>• Year end processing</li> <li>• Create Backup file</li> <li>• Set up Passwords</li> </ul>

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