

This survey is designed to understand your training needs in relation to MYOB Business Management Software. Please mark the topics you would like training in. Thank-you.

- Launch MYOB
 - Open Company File
 - User ID
 - Password
 - Create New Company File
 - Explore New Company
 - What's New in this Version
 - Exit MYOB Accounting
- Explore a Sample Data File
- How to use Help
- Open Existing Data File
- Data File Desktop Shortcut
- Backup (External)
- Restore (External)
- Keyboard Short-Cut Keys
- Support - MYOB Care

FILE

- New (Start New Data File)
- Open (Existing Data File)
- Close Window
- Print
- Print Setup
- Default Fonts
- Backup (within MYOB)
- Restore (within MYOB)
- Verify Data File
- Purge -
 - Journal Entries
 - Closed Invoices
 - Activity Slips
 - Closed Bills
 - Contact Logs
- Start a New Year
 - Financial Year
 - Payroll Year
- Import Data
- Export Data
- Accountant Link

EDIT

- Undo
- Cut
- Copy
- Paste
- Clear
- Reverse Transaction
- Erase/Delete Transaction
- Delete Line
- Insert Line
- Insert Header
- Insert Sub-Total
- Select All
- Select from List
- Recap Transaction

LISTS

- Accounts
- Cards
- Activities
- Items
- Jobs
- Tax Codes
- Payroll Categories
- Superannuation Funds

- Custom List & Field Name
- Custom Lists
- Sales & Purchase Info
- Identifiers

SETUP

- Easy Setup Assistant
- (Opening) Balances
- Linked Accounts
 - Accounts & Banking
 - Sales
 - Purchases
 - Payroll
- Preferences
 - System
 - Windows
 - Reports & Forms
 - Banking
 - Sales
 - Purchases
 - Security
- Company Information
 - Current Financial Year
- Load Payroll Tax Tables
- General Payroll Information

REPORTS

- Index to Reports
- Report Batches
- Reports
- Customisation (Filter)
- Send to ...
- Format
- Design
- Display & Zoom

WINDOW

- Tile, Cascade, Arrange, Close, Refresh
- Open (Active) Windows

HELP

- MYOB Help
- Support Notes
- Opening Balances
- Default Tax Codes
- Amend, Delete or Reverse, and what you can't
- Cards
- Sales
- Purchases
- Orders(Deposit)
- Inventory
- Deposits - CR
- Payments - CD
- Bank Reconciliation
- Payroll
- M-Powered Service Centre

ACCOUNTS(GENERAL LEDGER)

- Linked Accounts
- Accounts List (COA)
 - Header, Detail, Bank
 - Opening Balance
 - Tax Code (Default)

- Linked Account
- Budgets
- Inactive Account
- Record Journal Entry
- Modify or Delete Entry
- Recurring Journal Entries
- Transaction Journal
- Purge Journal Entries
- BASLink
- Company Data Auditor
- Combine Accounts

BANKING

- Opening Balance, and Unpresented Transactions
- Spend Money, incl.
 - B/Statement Direct Debits incl Dishonoured Deposit
 - Recurring Cheques
 - Void, Cancel Cheque
- Print Cheques
 - Customising Cheques
- Prepare Electronic Payments
- Receive Money, incl
 - Recurring Deposits
 - B/Statement Direct Credits incl Dishonoured Cheque
- Prepare Bank Deposit
- Modify, Delete or Reverse
- Bank Register
- Reconcile Accounts
- Transaction Journal

SALES

- Setup & Linked Accounts
- Customer Cards
 - Selling Details
- Opening Balances
- Sales Information
 - Comments
 - Shipping Methods
 - Referral Sources
 - Payment Methods
- Head Office Billing
- Sales Register
 - All Sales
 - Quotes
 - Orders
 - Open Invoices
 - Returns & Credits
 - Apply to Sales
 - Pay Refund
 - Closed invoices
 - Recurring Templates
- Enter Sales
 - Layout- Service, Item and Professional, Time Billing, Misc (Quote, Order, Invoice)
 - Reimburse
 - Returns & Credits
 - Dishonoured Deposit
 - Recurring Transactions
 - Modify, Delete or Reverse
- Print Invoices
 - Print Delivery Dockets
 - Print Shipping Labels

- Print Statements
 - Activity
 - Invoices (Unpaid)
- Customising Packing Slip, Label, Invoice & Statement
- Receive Payments
 - Deposit Book Clearing
 - B/Statement Direct Cr
 - Credit Card
 - Contra Purchases
 - Advance Payment
 - Delete Payment
- Transaction Journal
- Receivables Reconciliation to General Ledger
- Aged Receivables
- Purge Closed Sales

TIME BILLING

- Activities Lists
 - All Activities
 - Hourly
 - Non-Hourly
 - Inactive Activity
- Enter Activities Slip
 - Single Slip Entry
 - Multiple Slip Entry
- Activity Log
- Prepare Time Billing Invoice
- Transaction Journal

PURCHASES

- Setup & Linked Accounts
- Supplier Cards
 - Buying Details
- Opening Balances
- Comments & Shipping Methods
- Purchase Register
 - All Purchases
 - Quotes
 - Orders
 - Open Bills
 - Returns & Debits
 - Apply to Purchase
 - Receive Refund
 - Closed Bills
 - Recurring Templates
- Enter Purchases
- Layout-Service, Item, Professional, Miscellaneous (Quote, Order, Bill)
- Returns or Debits
- Dishonoured Payment
- Recurring Transactions
- Modify, Delete or Reverse
- Print Purchase Orders
- Pay Bills
 - Cheque Payment
 - B/Statement Direct Dr
 - Credit Card
 - Contra Sales
 - Advance Payment
 - Delete Payment
 - EFT On-Line Banking
- Print Cheques
- Prepare Electronic Payments
- Transaction Journal

- Payables Reconciliation to General Ledger
- Aged Payables
- Purge Closed Purchases
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PAYROLL

- Load Payroll Tax Tables
- General Payroll Information
- Payroll Categories, incl G/L Linked accounts
 - Wages (Gross)
 - Superannuation
 - Entitlements (Accruals)
 - Deductions(Employee)
 - Expenses (Employer)
 - Taxes (PAYG withholding)
 - Exempt Options
- Employee Card
- Payroll Details incl. G/L Linked Accounts
 - Personal Details
 - Wages
 - Superannuation
 - Entitlements
 - Deductions
 - Employer Expenses
 - Taxes
 - Pay History
 - Time Billing
- Time Billing
- Process Payroll
- Pay Employees
- Print Payment Summary
 - Customise Paycheques
- Delete or Reverse Paycheque
- Transaction journal
- Prepare Electronic Payments
- Payroll Period Reports and Reconciliation to General Ledger Accounts
- Payroll End of Month Reconciliations, including
 - Pay Liabilities
 - Pay Superannuation
 - Payment of Deductions
 - Payroll YTD Totals=G/L
- Payroll End of Period Reconciliation
- Payroll M-Powered Superannuation
- Print Payment summaries
- Start a New Payroll Year

INVENTORY

- Item Profile
 - Buying Details
 - Selling Details
 - History
 - Auto-Build
 - Inactive Item
- Set Item Prices
- Count Inventory
- Adjust Inventory
- Transfer Inventory
- Auto-Build Inventory
- Transaction Journal
- Inventory Reconciliation

CARD FILE

- Type
 - Customer
 - Supplier
 - Employee
 - Personal
- Company or Individual
- Inactive Card
- Address
- Head Office Billing & Branch Shipping
- Selling Details
- Payment Details
- Shipping Details
- Identifiers
- Contact Log
- Jobs
- History
- Print Mailing Labels
- Create Personalised Letters
- Combine Cards
- Sync Cards

END OF PERIOD

- Balance Sheet
- Profit & Loss
- GL Accounts Summary
- Bank Reconciliation
- Receivables
- Locked Periods

COMMAND PANEL

- To-Do List
- Find Transactions
- Reports
- Analysis

OTHER

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