❖ **General Description**

The skills and knowledge acquired in **MYOB AccountRight v19 - Module 1** will allow the user to create a company data file complete with historical and opening balances, produce and manage purchase orders and invoices, manage accounts payable and accounts receivable, and produce BAS documentation.

❖ **Learning Outcomes**

At the completion of this course you should be able to:

- navigate **MYOB AccountRight**
- create a new company file for use in **AccountRight**
- modify an existing chart of accounts to suit your business needs
- work with opening balances
- work with historical balances
- make changes to customer and supplier details in the card file
- create an inventory in **AccountRight** of items for sale
- purchase items for a business in **AccountRight**
- pay for purchases
- enter sales transactions
- produce more complex invoices
- apply customer payments to open invoices
- work with the inventory that has been set up in **AccountRight**
- use **AccountRight's** cheque facility for making purchases
- reconcile **AccountRight** data against company bank statements
- work with the reporting system in **AccountRight**
- understand how **AccountRight** is set up and works with the **GST**
- set up and complete a **Business Activity Statement**

❖ **Prerequisites**

 MYOB AccountRight v19 - Module 1 assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ **Topic Sheets**

209 topics

❖ **Methodology**

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ **Formats Available**

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

❖ **Companion Products**

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at **www.watsoniapublishing.com**.

Product Information

AUSTRALIAN MADE & OWNED

47 Greenaway Street
Bulleen VIC 3105
Australia
ABN 64 060 335 748

Phone: (+61) 3 9851 4000
Fax: (+61) 3 9851 4001
info@watsoniapublishing.com
www.watsoniapublishing.com

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Product Information

MYOB AccountRight v19

Module 1

InFocus Courseware

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