



INFOCUS COURSEWARE

MYOB AccountRight v19

Day to Day



WATSONIA PUBLISHING

Product Code: INF1154

ISBN: 978-1-925121-51-3

❖ General Description

The skills and knowledge acquired in MYOB AccountRight v19 - Day to Day are sufficient to be able to allow the user to produce and manage purchase orders and invoices, manage accounts payable and accounts receivable and produce BAS statements.

❖ Learning Outcomes

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

- 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 - Day to Day assumes some knowledge of the software and it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Topic Sheets

126 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.

This information sheet was produced on Thursday, August 21, 2014 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.



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Product Information



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Contents

Purchasing

- Understanding Purchasing In AccountRight
- The Purchasing Process
- Creating A New Purchase
- Adding Details To A Purchase Item
- Creating More Bills
- Raising A Purchase Order
- Creating More Purchase Orders
- Printing Purchase Orders
- Emailing Purchase Orders
- Receiving Ordered Items
- Receiving Changed Items
- Receiving Items Without The Bill
- Obtaining Quotes
- Accepting Quotes
- Restocking From Inventory
- Purchasing Quick Guide

Paying for Purchases

- Viewing What You Owe
- Seeing When Payments Are Due
- Locating A Specific Order Or Bill
- Making Payments For Purchases
- Adding More Payments
- Accounts Payable Quick Guide

Selling

- Understanding Sales In AccountRight
- Creating An Invoice
- Entering Invoice Details
- Entering Freight And Comments
- Reviewing The Sales Journal
- Changing Customer Credit Terms
- Providing Discounts
- Accepting Deposits
- Recording More Invoices
- Printing Invoices
- Emailing Invoices
- Creating A Cash Customer
- Entering A Cash Sale
- Printing A Cash Receipt
- Selling Quick Guide

Invoicing Techniques

- Placing Items On Backorder
- Creating A Service Invoice
- Creating More Service Invoices
- Viewing Your Invoices

- Raising A Credit Note
- Settling The Credit
- Invoicing Techniques Quick Guide

Receivables

- Recording Customer Payments
- Entering Payment Details
- Applying The Payment
- Recording More Payments
- Applying Payments To Multiple Invoices
- Understanding Bank Deposits
- Preparing A Bank Deposit
- Creating A Bank Deposit Slip
- Understanding Invoice Statements
- Printing An Invoice Statement
- Understanding Activity Statements
- Printing An Activity Statement
- Emailing Statements
- Analysing Sales
- Viewing Sales Performance
- Getting A Sales Insight
- Accounts Receivable Quick Guide

Working With Inventory

- Creating An Auto-Build Item
- Creating Tracking Accounts
- Specifying The Selling Details
- Specifying The Component Parts
- Building An Auto-Build Item
- Checking Inventory Status
- Ordering For Backorders
- Receiving Backorder Stock
- Fulfilling Backorders
- Inventory Quick Guide

Cheques

- Writing A Cheque
- Adding A Supplier On The Fly
- Adding Cheque Details
- Entering More Cheques
- Recurring Transactions
- Cards For Recurring Transactions
- Creating A Recurring Cheque Template
- Using A Recurring Cheque
- Changing Recurring Cheque Details
- Printing Cheques
- Receiving Money

- Cheques Quick Guide

Reconciliations

- Dissecting A Bank Statement
- Understanding The Reconciliation Report
- Creating A Pre-Reconciliation Report
- Creating An ITS Tax Code
- Starting The Reconciliation
- Clearing Cheques And Deposits
- Entering Bank Interest And Fees
- Completing The Reconciliation
- Understand The Post-Reconciliation Report
- Reconciliations Quick Guide

Working With Reports

- Selecting A Report
- Printing A Report
- Understanding Report Customisation
- Filtering A Report
- Choosing Fields For A Report
- Formatting A Report
- Saving A Report
- Changing Report Orientation
- Sending Reports To Microsoft Excel
- Reports Quick Guide

AccountRight and the GST

- Tax And Invoicing
- Tax Exclusive Invoicing
- Understanding Tax Codes
- Examining Tax Codes
- Adding A Supplier Without An ABN
- Ordering Without An ABN
- Examining GST Accounts
- Running GST Reports
- AccountRight And The GST Quick Guide

Business Activity Statements

- Understanding BAS Requirements
- Preparing To Use BASlink
- Creating Additional GST Accounts
- Running Pre-BAS Reports
- The BASLink Program
- Accessing BASlink
- Setting Up Worksheet Links
- Setting Up The Purchases Fields



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Entering PAYG Tax Withheld
Information
Calculating The PAYG Instalment
Creating Transaction Information
Saving BASlink Setup Information
Creating The Tax Payment
BAS Quick Guide

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