



INFOCUS COURSEWARE

MYOB AccountRight v19

Day to Day



WATSONIA PUBLISHING

Product Code: INF1154

ISBN: 978-1-925121-30-8

❖ 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.

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Product Information



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- Obtaining Quotes
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- Purchasing Quick Guide

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- Viewing What You Owe
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- Locating A Specific Order Or Bill
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Selling

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- Invoicing Techniques Quick Guide

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- Cheques Quick Guide

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- Preparing To Use BASlink
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- 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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