



INFocus COURSEWARE

MYOB AccountRight 2018

Module 1



Product Code: INF1860

ISBN: 978-1-925873-78-8

❖ General Description

The skills and knowledge acquired in MYOB AccountRight 2018 - 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:

- start using **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**
- enter payments for purchases that have been made
- 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
- create and work with reports
- understand how **AccountRight** is set up and works with the **GST**
- set up and complete a **Business Activity Statement**

❖ Prerequisites

MYOB AccountRight 2018 - 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

225 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.



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

Product Information



INFOCUS COURSEWARE

MYOB AccountRight 2018

Module 1



Product Code: INF1860

ISBN: 978-1-925873-78-8

This information sheet was produced on Thursday, January 24, 2019 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.

Product Information



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



INFOCUS COURSEWARE

MYOB AccountRight 2018

Module 1



Product Code: INF1860

ISBN: 978-1-925873-78-8

Contents

Starting With AccountRight

- How AccountRight Works
- Understanding Starting AccountRight
- Starting AccountRight
- Opening the AccountRight Sample File
- The AccountRight Screen
- The Command Centre
- Navigating the Command Centre
- Using the Command Centre
- Features of AccountRight
- Finding AccountRight Transactions
- Finding a Past Transaction by Account
- Finding Past Cash Sales
- Displaying a Balance Sheet
- Displaying Profit and Loss
- Getting Business Insights
- Protecting Your AccountRight Data
- Exiting From AccountRight
- Basic Orientation Quick Guide

Creating a New Company File

- Getting Ready to Use AccountRight
- Preparing for the Company File
- Starting the New Company File Assistant
- Providing Accounting Information
- Choosing an Accounts List
- Adding Files to My Library
- Saving the New Company File
- Company File Activation
- Activating a File
- Exiting With a Backup
- Returning to an Existing Company File

Chart of Accounts

- Understanding the Chart of Accounts
- The Case Study Accounts
- Modifying Existing Accounts
- Creating a New Account
- Creating a Header Account
- Creating Detail Accounts
- Deleting Accounts
- Completing Our Chart of Accounts
- Viewing Linked Accounts
- Changing Linked Accounts
- Changing Default Credit Terms

- Checking the Tax Codes
- Preparing for Electronic Banking
- Chart of Accounts Quick Guide

Opening Balances

- Balance Sheet Accounts
- The Trial Balance
- Displaying Account Names
- Entering Opening Balances
- Case Study Opening Balances
- Analysing the Balance Sheet
- Analysing Profit and Loss Accounts
- Opening Balances Quick Guide

Historical Balances

- Making Transactions Changeable
- Understanding Customer Balances
- Using Easy Add to Enter Customers
- Entering Customer Balances
- More Customer Balances
- Reviewing Customer Balances
- Understanding Supplier Balances
- Using Easy Add to Enter Suppliers
- Entering Supplier Balances
- More Supplier Balances
- Reviewing Supplier Balances
- Historical Balances Quick Guide

The Card File

- Updating Customer Profiles
- More Customer Profiles
- Updating Supplier Profiles
- More Supplier Profiles
- Entering ABN Details
- Specifying Customer Credit Terms
- Entering Supplier Banking Details
- Examining Activity History
- Choosing a Form Layout
- The Card File Quick Guide

Setting Up Inventory

- Organising Inventory Items
- Creating an Inventory Profile
- Entering the Buying Details
- Entering the Selling Details
- Entering More Inventory Items
- The Case Study Spreadsheet
- Understanding Units of Measure
- Adding the Batteries to Inventory

- Adding the Extension Cords to Inventory
- Counting Stock
- Entering Inventory Opening Balances
- Reviewing Your Inventory Items
- Inventory Setup Quick Guide

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



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

Product Information



MYOB AccountRight 2018

Module 1



INFOCUS COURSEWARE

Product Code: INF1860

ISBN: 978-1-925873-78-8

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
Printing an Activity Statement
Emailing Statements
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
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

Understanding Filters
Working With Filters
Understanding Formatting a Report
Formatting a Report
Saving a Report
Understanding Print Preview
Sending and Exporting Reports
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
Entering PAYG Tax Withheld Information
Calculating the PAYG Instalment
Creating Transaction Information

Saving BASlink Setup Information
Creating the Tax Payment
BAS Quick Guide



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

Product Information