



INFOCUS COURSEWARE

MYOB AccountRight 2018

Module 2



WATSONIA PUBLISHING

Product Code: INF1861

ISBN: 978-1-925873-79-5

❖ General Description

The skills and knowledge acquired in MYOB AccountRight 2018 - Module 2 are sufficient to be able to perform common accounting operations associated with running a small business such as petty cash, sales and end of year reconciliation.

❖ Learning Outcomes

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

- make specific parts of **AccountRight** perform the way that you want
- use the various tools and facilities in **MYOB** to protect the data in your data file
- apply passwords to restrict unauthorised access to your data
- work with some of **AccountRight's** customising tools to search for data
- manage and control your petty cash
- better manage your credit card expenses and payments
- understand how **AccountRight** can be used at the point of sale
- work with fixed assets
- track the sales and expenses for various aspects of a contract
- use your **MYOB** data to generate letters in **Microsoft Word**
- send information from **MYOB** to **Microsoft Excel**
- perform an end of month checklist of **AccountRight** to ensure it is correctly reporting the state of your business
- understand end of year tasks and how they should be performed
- create sophisticated forms such as invoices, statements, and purchase orders

❖ Prerequisites

MYOB AccountRight 2018 - Module 2 assumes a basic knowledge of the software. It would also be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Topic Sheets

113 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 Tuesday, January 22, 2019 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.



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 2



Product Code: INF1861

ISBN: 978-1-925873-79-5

Contents

Customising MYOB

- Changing Startup and Closure
- Changing Sales and Purchase Preferences

File Management

- Understanding File Management
- Creating a Backup
- Restoring a Backup File

Security in MYOB

- Understanding Security
- Setting the Administrator Password
- Opening a File With a Password
- Creating User Profiles
- Deleting Unwanted User Profiles

Data Mining in MYOB

- Understanding Data Mining
- Creating a Custom List
- Using a Custom List
- Creating Custom Fields
- Using Custom Fields
- Creating Identifiers
- Applying Identifiers to Customers
- Applying Identifiers to Employees
- Printing a List of Identifiers
- Advanced Searching
- Advanced Reporting
- Custom Reports

Petty Cash

- Setting Up for Petty Cash
- Raising a Petty Cash Float
- Accounting for Petty Cash

Credit Cards

- Understanding Credit Cards
- Spending Using a Credit Card
- Mixed GST Spending
- Paying Bills With a Credit Card
- Overview - The MasterCard Statement
- Reconciling the Credit Card Account
- Paying Your Credit Card Account

Point of Sales

- Linking to Undeposited Funds
- Creating a Generic Customer
- Cash Sales at the Counter

- Assignment - Adding EFTPOS Counter Sales

- Assignment - Adding Credit Card Counter Sales
- Banking Daily Sales Revenue
- Creating a Merchant Expense Account
- Understanding Merchant Fee Accounting
- Accounting for Merchant Fees
- Understanding Counter Sales Reconciliation
- Reconciling Counter Sales With Banking

Fixed Assets

- Understanding Fixed Assets
- Creating Accounts for Fixed Assets
- Receiving Loan Monies
- Purchasing a Capital Asset
- Overview of the Loan Repayments
- Making Loan Repayments
- Recording Depreciation
- Selling an Asset
- Writing Off the Asset

Job Tracking

- Understanding Job Tracking
- Creating a Header Job
- Creating Detail Jobs
- Creating Job Budgets
- Using Jobs
- Checking Job Status
- Creating a Reimbursable Expense
- Checking the Reimbursable Expenses List
- Invoicing Reimbursements

MYOB and Word Processing

- Creating Personalised Letters
- Creating Individual Letters
- Creating Mailing Labels
- Creating a New Letter Template
- Using a New Letter Template

MYOB and Spreadsheets

- Sending Cards to Microsoft Excel
- Sending Sales Data to Microsoft Excel
- Formulas in OfficeLink

End of Month

- Reconciling the Bank Account
- Produce a Reconciliation Report
- Performing a GST Check-Up
- Checking Customer and Supplier Balances
- Checking Payroll Obligations
- Fulfilling Payroll Obligations
- Checking the Inventory Balance

End of Year

- Understanding End of Year
- Creating Stock Take Adjustment Accounts
- Performing Stock Take Adjustments
- Entering Depreciation
- Writing Off Bad Debts
- Settling the Bad Debt
- Entering Prepayments
- Pro Rata Prepayment Adjustment
- Accrued Expenses
- Starting a New Financial Year
- Start of Year Adjustments

Customising Forms

- Understanding Forms
- Creating a New Custom Form
- Understanding the Customising Forms Toolbar
- Working With the Print Preview Tab
- Working With Text Fields
- Adding a New Data Field
- Deleting Unwanted Objects
- Working With Lines and Borders
- Formatting Fields
- Assignment - Formatting More Fields
- Shading Fields
- Inserting a Picture



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