❖ **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*.

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Product Information

Contents

Product Information