❖ **General Description**

The skills and knowledge acquired in this course will allow the use 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:

➢ find your way around an **MYOB AccountRight** data file and extract some useful company information
➢ create a new company file for use in **AccountRight**
➢ modify an existing chart of accounts to suit your business needs
➢ 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
➢ 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**

❖ **Target Audience**

This course is designed for users who wish to learn how to use **MYOB AccountRight 19** software to create and manage accounting records for a small to medium business.

❖ **Prerequisites**

This course assumes little or no knowledge of **MYOB AccountRight 19**. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ **Pages & Duration***

252 pages . Watsonia Publishing *Modules* are based around a 2-day training program consisting of approximately 14 – 16 hours

❖ **Student Files**

In this course you can continue to use the data file you create in Chapter 2. Alternatively most chapters allow you to open a catch-up file that already has the data in it. These catch-up files can be downloaded free of charge from our web site at www.watsoniapublishing.com. Simply follow the student files link on the home page. You will need the product code for this course which is **INF790**. This publication also contains handy **Quick Guide** summaries at the end of each chapter.

❖ **Methodology**

The In Focus 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

Need more? Here's a suggested learning path based on this title…

This title…   *INF790 MYOB AccountRight 19 – Module 1*
Next title…   **INF792** MYOB AccountRight 19 – *Payroll*
Then…   **INF791** MYOB AccountRight 19 – *Module 2*

MYOB AccountRight Version 19
Module 1

WATSONIA PUBLISHING

INFOCUS COURSEWARE

Module Series

Order Code: INF790   ISBN: 978-1-921721-40-3

Contents

Product Information

MYOB AccountRight Version 19
Module 1

WATSONIA PUBLISHING

INFOCUS COURSEWARE

Module Series

Order Code: INF790   ISBN: 978-1-921721-40-3

- ✓ 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

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

➢ **Concluding Remarks**

* Duration shown on first page relates to study time only and does not include assessment time. Duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Tuesday, July 24, 2012 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