Operate Accounting Applications
ICAICT208A

WATSONIA PUBLISHING

MYOB AccountRight 19

INFOCUS COURSEWARE

Curriculum Series ICT11   Order Code: INF904   ISBN: 978-1-925179-04-0

❖ **General Description**

The skills and knowledge acquired in this course are sufficient to be able to operate MYOB AccountRight, a common accounting software package, in order to maintain enterprise financial records.

❖ **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
➢ use *AccountRight's* cheque facility for making purchases
➢ reconcile *AccountRight* data against company bank statements
➢ work with the reporting system in *AccountRight*
➢ learn how to configure *AccountRight* payroll to work for a specific company
➢ enter employee details into *AccountRight*
➢ conduct a pay run in *AccountRight 19*

❖ **Target Audience**

Operate Accounting Applications ICAICT208A applies to information and communications technology (ICT) personnel who need to understand and use commercial accounting tools and packages to support the financial area within a small to large office environment. A variety of commercial accounting tools and packages are readily available. A basic knowledge of double-entry accounting and the ability to read financial reports are considered an advantage for this unit.

❖ **Prerequisites**

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

❖ **Pages**

250 pages

❖ **Student Files**

Many of the topics in this course require you to open an existing file with data in it. These 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 *INF904*.

❖ **Includes**

This *Unit Workbook* includes:
✓ Competency unit mapping
✓ Complete and comprehensive learning resources

❖ **Formats Available**

❖ *A4* Black and White, *A5* Black and White (quantity order only), *A5* Full Colour (quantity order only), Electronic licence
❖ Available also as a *Reference Booklet* (Product Code: *RB - INF904*)

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Product Information

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- ✓ Running A Summary Report

➤ Concluding Remarks

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