



INFOCUS COURSEWARE

MYOB AccountRight v19

Module 1



Product Code: INF1150

ISBN: 978-1-925121-95-7

❖ General Description

The skills and knowledge acquired in **MYOB AccountRight v19 - 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:

- navigate **MYOB 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**
- pay for purchases
- 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
- 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**

❖ Prerequisites

MYOB AccountRight v19 - 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

209 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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- Starting AccountRight
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- Navigating The Command Centre
- Using The Command Centre
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- 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

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Invoicing Techniques

- Placing Items On Backorder



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Creating A Service Invoice
Creating More Service Invoices
Viewing Your Invoices
Raising A Credit Note
Settling The Credit
Invoicing Techniques Quick Guide

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Cheques Quick Guide

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BAS Quick Guide



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