



INFocus COURSEWARE

MYOB AccountRight v19

Module 2



Product Code: INF1151

ISBN: 978-1-925121-27-8

❖ General Description

The skills and knowledge acquired in **MYOB AccountRight v19 - 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 v19 - Module 2 assumes some knowledge of the software and it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Topic Sheets

106 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



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Customising MYOB

- Changing Startup And Closure
- Changing Sales And Purchase Preferences
- Reports And Form Preferences

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- Creating A Backup
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MYOB and Spreadsheets

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