



INFOCUS COURSEWARE

# MYOB AccountRight 2018

## Module 2



WATSONIA PUBLISHING

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### ❖ 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](http://www.watsoniapublishing.com).

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Product Information



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- Changing Startup and Closure
- Changing Sales and Purchase Preferences

### File Management

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- Creating a Backup
- Restoring a Backup File

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- Creating User Profiles
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### Data Mining in MYOB

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- Advanced Reporting
- Custom Reports

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- Creating a Reimbursable Expense
- Checking the Reimbursable Expenses List
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- Creating Mailing Labels
- Creating a New Letter Template
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### MYOB and Spreadsheets

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- Formulas in OfficeLink

### End of Month

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- Produce a Reconciliation Report
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- Formatting Fields
- Assignment - Formatting More Fields
- Shading Fields
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