



INFOCUS COURSEWARE

# MYOB AccountRight Version 19

## Starting A New Company



Level Series

Order Code: INF793

ISBN: 978-1-921721-66-3

### ❖ General Description

This courseware aims to provide you with the skills and knowledge needed to set up a new company in MYOB AccountRight Version 19. This includes creating a new data file, customising a chart of accounts, entering customer and supplier details, and entering historical balances.

### ❖ 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

### ❖ Target Audience

This courseware is designed to show you how to set up a new company in AccountRight Version 19..

### ❖ Prerequisites

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

### ❖ Pages

98 pages

### ❖ Nominal Duration\*

Levels publications are based around a 1-day training program consisting of approximately 6 – 8 hours

### ❖ Student Files

If you work through each of the chapters in the order in which they appear you will not need to download student files. However, if you wish to skip chapters or use them out of sequence then you will need to download the student files. These files can be downloaded free of charge from our web site at [www.watsoniapublishing.com](http://www.watsoniapublishing.com). Simply follow the student files link on the home page. You will need the product code for this course which is **INF793**.

### ❖ 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

### ❖ Companion Products

There are a number of other complimentary titles in the same series as this publication. Information about other relevant publications can be found on our web site at [www.watsoniapublishing.com](http://www.watsoniapublishing.com).

*\* Duration 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 Monday, July 12, 2010 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.*



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Product Information



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