PuterCom
Corporate onsite Training

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MYOB AccountRight Version 19 Module 1

Brief description & Course outline

The skills and knowledge acquired in this course will allow the use 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.

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
- 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***

Target Audience - This course is designed for users who wish to learn how to use ***MYOB AccountRight*** 19 software to create and manage accounting records for a small to medium business.

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

Pages & Duration - 252 pages . Watsonia Publishing Modules are based around a 2-day training program consisting of approximately 14 – 16 hours.

*Duration shown 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. The source marterial of this information sheet was produced on Tuesday, July 24, 2012 and was accurate at the time of printing. Watsonia Publishing and PuterCom reserves its right to alter the content of the above course ware without notice.

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Student Files - In this course you can continue to use the data file you create in Chapter 2. Alternatively most chapters allow you to open a catch-up file that already has the data in it. These catch-up 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 INF790. This publication also contains handy Quick Guide summaries at the end of each chapter.

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.

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