

## MYOB AccountRight Version 19 Module 2

### Brief description & Course outline

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The skills and knowledge acquired in this course are designed to go beyond the basics of MYOB and to help develop skills in more advanced and complex areas of MYOB software.

At the completion of this course you should be able to:

- o make specific parts of **MYOB** perform the way that you want
- o use the various tools and facilities in **MYOB** to protect the data in your data file
- o apply passwords to restrict unauthorised access to your data
- o work with some of **MYOB's** customising tools to search for data
- o manage and control your petty cash
- o better manage your credit card expenses and payments
- o understand how **MYOB** can be used at the point of sale
- o understand some important strategies for dealing with fixed assets
- o track the sales and expenses for various aspects of a contract
- o use your **MYOB** data to generate letters in **Microsoft Word**
- o send information from **MYOB** to **Microsoft Excel**
- o perform a regular end of month checklist of **MYOB** to correctly report the state of your business
- o understand end of year tasks and how they should be performed in **MYOB**
- o create sophisticated forms such as invoices, statements and purchase orders

**Target Audience** - This course is designed for people who wish to extend their understanding of **MYOB Version 18** and **MYOB AccountRight Version 19** especially within the context of running or working in a small business.

**Prerequisites** - This course assumes a general working knowledge of MYOB accounting software. For example it is assumed that the learner already knows how to navigate MYOB, create invoices, and perform reconciliations. It would also be beneficial to have a general understanding of personal computers and the Windows operating system environment.

**Pages & Duration** - 140 pages. This publication is based around a 1-day training program consisting of approximately 6 – 8 hours.

\*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. The source material for this information sheet was produced on Tuesday, February 22, 2011 and was accurate at the time of printing. Watsonia Publishing and PuterCom reserves its right to alter the content of the above courseware without notice.

**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.

This publication also contains handy **Quick Guide** summaries at the end of each chapter.

**Formats Available** - A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic licence.

**Teachers & Trainers** - A test bank of questions (and answers) is available for use with this publication on request.

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Corporate onsite Training

T 03 8319 0930  
[contact@putercom.com.au](mailto:contact@putercom.com.au)  
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