

# MYOB ACCOUNTRIGHT v19

## Intermediate



**Learning outcomes** The skills and knowledge covered in this course are sufficient to help you set up your inventory, use Inventory in invoices, understand more about BAS and manage your contacts and jobs

**Target audience** This course is intended for people who need to know how to use more of the features in MYOB

### This course will cover the following topics:

<p><b>Setting up Inventory</b></p> <ul style="list-style-type: none"> <li>Organising Inventory Data and code structures</li> <li>Creating a new Inventory Item</li> <li>Buying details</li> <li>Selling Details</li> <li>Entering opening balances for inventory</li> </ul> <p><b>Purchasing using Inventory</b></p> <ul style="list-style-type: none"> <li>Adjusting suppliers cards to use the Item Layout</li> <li>Adding Item details to a purchase</li> <li>Understanding how stock levels are affected when entering a Purchase Invoice to check inventory status</li> <li>Using the Analysis Inventory window</li> </ul> <p><b>Selling using Inventory</b></p> <ul style="list-style-type: none"> <li>Adjusting Customers cards to use the Item Layout</li> <li>Entering an Item Sales Invoice</li> <li>Understanding how stock levels are affected when entering a Sales Invoice</li> <li>Using the Analysis Inventory window to check inventory status</li> <li>Providing discounts</li> <li>Changing Line Item Prices</li> </ul> <p><b>Backorders</b></p> <ul style="list-style-type: none"> <li>Placing items on Backorder</li> <li>Viewing the backorder</li> <li>Raising a Purchase Order to resupply the backorder</li> <li>Noticing how Purchase Orders affect stock levels by analysing inventory</li> <li>Resupplying Backorders</li> <li>Receiving supplies for backorders and entering in the Purchase Invoice</li> <li>Fulfilling Backorders</li> </ul>	<p><b>Auto Build Items</b></p> <ul style="list-style-type: none"> <li>Creating an Auto-Build Item</li> <li>Creating Tracking Accounts</li> <li>Specifying the Selling details</li> <li>Specifying the component parts</li> </ul> <p><b>Other Inventory topics</b></p> <ul style="list-style-type: none"> <li>Receiving items with changed value</li> <li>Receiving items without a bill</li> <li>Obtaining Quotes</li> <li>Progressing Quotes</li> <li>Printing Price Lists</li> <li>Other Inventory Reports</li> <li>Adjusting Inventory</li> </ul> <p><b>Jobs</b></p> <ul style="list-style-type: none"> <li>Overview of Job Tracking</li> <li>Creating a Header Job</li> <li>Creating Sub Jobs</li> <li>Creating Job Budgets</li> <li>Using Jobs</li> <li>Checking Job Status</li> <li>Creating a Reimbursable expense</li> <li>Checking the Reimbursable List</li> <li>Invoicing Reimbursements</li> </ul> <p><b>Contacts</b></p> <ul style="list-style-type: none"> <li>Managing and working with Contacts</li> <li>Customer Contact Logs</li> <li>Custom Lists and Identifiers</li> <li>Contact Alerts</li> <li>Contacts Reports</li> </ul>	<p><b>MYOB and the GST</b></p> <ul style="list-style-type: none"> <li>Understanding Cash and Accrual tax reporting</li> <li>Tax and Invoicing</li> <li>Understanding the Tax Codes</li> <li>Adding a Supplier without an ABN</li> <li>Recording an Order without an ABN</li> <li>Running GST Reports</li> </ul> <p><b>BAS</b></p> <ul style="list-style-type: none"> <li>Preparing for the BAS</li> <li>BASlink – understanding the Worksheet</li> <li>Setting up fields on the Front and Back sheet</li> <li>Creating the BAS transaction</li> </ul> <p><b>Working with Reports</b></p> <ul style="list-style-type: none"> <li>Selecting a Report</li> <li>Printing Reports</li> <li>Understanding Report Customisation</li> <li>Choosing fields for a report</li> <li>Filtering a report</li> <li>Formatting a report</li> <li>Saving a Report</li> <li>Changing Report Orientation</li> <li>Reporting in Excel</li> </ul> <p><b>Customising Forms</b></p> <ul style="list-style-type: none"> <li>Creating a new custom form</li> <li>Understanding the Forms toolbar</li> <li>Setting form properties</li> <li>Previewing a form</li> <li>Working with text fields</li> <li>Adding a new data field</li> <li>Deleting unwanted objects</li> <li>Working with Lines</li> <li>Formatting fields</li> <li>Shading fields</li> <li>Inserting a logo or picture</li> <li>Using the new form</li> </ul>
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Pro-efficient Professional

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