

MYOB ACCOUNTRIGHT v19

Introduction



Learning outcomes

The skills and knowledge covered in this course are sufficient to help you set up and use a set of accounts using MYOB for day-to-day transactions

Target audience

This course is intended for people who need to know how to use MYOB Basics

This course will cover the following topics:

<p>MYOB Overview and Orientation</p> <ul style="list-style-type: none"> Getting into MYOB and understanding the screen The Command Centre Finding Transactions Using the Registers Displaying a Balance Sheet Displaying a Profit and Loss Making sure your data is safe Using Clearwater accounts to navigate and familiarise with MYOB screens Exiting MYOB <p>Creating a new Company file</p> <ul style="list-style-type: none"> Information you need before setting up your new file Creating a new company file Selecting an accounts list Running through the setup wizard Exiting with a backup Opening your new company file <p>The Chart of Accounts</p> <ul style="list-style-type: none"> Understanding the meaning of a Chart of Accounts Analysing the various account groups Understanding some basic bookkeeping terminology Creating new accounts Editing existing accounts Deleting accounts Understanding and creating Header and Detail Accounts Viewing and changing linked accounts Changing default credit terms Checking the Tax Codes Preparing for Electronic Banking <p>Opening Balances</p> <ul style="list-style-type: none"> Understanding Balance sheet accounts Understanding Profit and Loss Accounts Accounts names and numbers The Trial balance Entering opening balances 	<p>The Card file</p> <ul style="list-style-type: none"> Entering new customers and Selling details Entering new suppliers and buying details Entering new customers and suppliers with Easy Add Entering customer and supplier opening balances <p>Working with the Purchases module</p> <ul style="list-style-type: none"> Understanding the life-cycle of a purchase Entering suppliers invoices Viewing your invoices through the Purchases Register Entering a Purchase Order Emailing Purchase Orders Converting a Purchase Order to an invoice when goods are received Creating and using a Recurring Purchase invoice or order Entering Quotes from Suppliers Converting a Quote to an Order <p>Paying for Purchases</p> <ul style="list-style-type: none"> Seeing your Payables Locating due dates for payments Locating a specific order or bill Making payment to suppliers using Pay Bills Checking these payments through the Bank Register <p>Working with the Sales module</p> <ul style="list-style-type: none"> Understanding the life-cycle of a sale Entering Customers invoices Working with different tax types Entering Freight and Comments Viewing your invoices through the Sales Register Changing Credit Terms Accepting Deposits Printing or Emailing Invoices Creating a Cash Customer Entering a Cash Sale and printing the receipt Entering a Sales Quote Creating and using a Recurring Sales invoice or Quote Changing a quote to an invoice 	<p>Receiving Payments from your Customers</p> <ul style="list-style-type: none"> Receivables Receiving payments from Customers through Receive payments Selecting a payment method Applying the payment Applying payments to multiple invoices Understanding bank deposits Nominating transactions to deposit Creating a bank deposit slip Checking these receipts through the Bank Register Statements Creating an Activity Statement Understanding the Sales Analysis Viewing Sales Performance <p>The Banking Module</p> <ul style="list-style-type: none"> Viewing all current transactions on the Bank Register Understanding the use of Spend and Receive Money Using Spend Money Using Receive Money Creating and using Recurring transactions in the Banking Module <p>Bank Reconciliations</p> <ul style="list-style-type: none"> Understanding the Bank Statement Starting the Bank Reconciliation Creating an ITS Tax Code for Interest earned Entering Bank Interest and fees Printing and understanding the Reconciliation Report Completing the Reconciliation <p>Reports</p> <ul style="list-style-type: none"> Selecting a report Printing a report Simple customisation Saving a report <p>Backups</p> <ul style="list-style-type: none"> Understanding Backup and Restore Performing a backup Performing a Restore
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