

MYOB AccountRight v19 Advanced



**Sutherland
Computer
Training**

Duration: 1 Day

TARGET AUDIENCE

This One-Day Course is intended for people who are currently proficient in MYOB.

LEARNING OUTCOMES

By the end of this course students will have control over how their MYOB operates, will be able to set security levels, export to Excel and Word and understand the more advanced functions on MYOB.

Customising MYOB

- Overview of Customising
- Changing Start Up and Closure
- Changing Sales and Purchase Preferences
- Reports and Form Preferences

File Management

- File Management Overview
- Creating File Associations
- Verifying a Data File
- Creating and Restoring a Backup
- File Management Quick Reference

Security in MYOB

- Overview of Security
- Setting the Administrator Password
- Opening a File with a Password
- Creating User Profiles
- Working with a User Account
- Deleting Unwanted User Profiles

Data Mining in MYOB

- Data Mining Overview
- Creating a Custom List
- Using a Custom List
- Creating Custom Fields
- Using Custom Fields
- Creating Identifiers
- Applying Identifiers
- Printing a List of Identifiers
- Advanced Searching
- Advanced Reporting
- Custom Reports
- Data Mining in MYOB Quick Reference

Petty Cash

- Petty Cash Overview
- Setting Up for Petty Cash
- Raising a Petty Cash Float
- Accounting for Petty Cash

Credit Cards

- Credit Card Overview
- Spending Using a Credit Card
- Mixed GST Spending
- Paying Bills with a Credit Card
- Reconciling the Credit Card Account
- Paying your Credit Card Account

Point of Sales

- Point of Sales Overview
- Linking to Undeposited Funds
- Creating a Generic Customer
- Cash Sales at the Counter
- Credit Card Sales at the Counter
- Banking Daily Sales at the Counter
- Creating a Merchant Expense Account
- Accounting for Merchant Fees
- Reconciling Counter Sales with your Banking
- Point Of Sales Quick Reference

Fixed Assets

- Overview of Fixed Assets
- Creating Accounts for Fixed Assets
- Receiving Loan Monies
- Purchasing a Capital Asset
- Making Loan Repayments
- Recording Depreciation
- Selling an Asset
- Writing Off the Asset
- Fixed Assets Quick Reference

Job Tracking

- Understanding Job Tracking
- Creating a Header Job
- Creating Detail Jobs
- Creating Jobs and Job Budgets
- Using Jobs
- Checking Job Status
- Creating a Reimbursable Expense
- Checking the Reimbursable Expenses List
- Invoicing Reimbursements

MYOB and Word Processing

- Word Processing Overview
- Sending Personalised Letters
- Creating Individual Letters
- Creating Mailing Labels
- Creating a New Letter Template
- Using a New Letter Template
- MYOB and Spreadsheets
- Spreadsheets Overview
- Sending Cards to Excel
- Sending Sales Data To Excel
- Formula Gotchas
- MYOB and Spreadsheets Quick Reference

MYOB and Spreadsheets

- Understanding Spreadsheets
- Sending Cards to Microsoft Excel
- Sending Sales Data to Microsoft Excel
- Formula Gotchas

End of Month

- End of Month Overview
- Reconciling the Bank Account
- Performing a GST Check-Up
- Checking Customer & Supplier Balances
- Checking Payroll Obligations
- Fulfilling Payroll Obligations
- Checking the Inventory Balance
- End of Month Quick Reference

End of Year

- End of Year Overview
- Creating Stock Take Adjustments
- Performing Stock Take Adjustments
- Entering Depreciation
- Writing Off Bad Debts
- Settling the Bad Debt
- Understanding Repayments
- Pro Rata Repayment Adjustment
- Accrued Expenses
- Starting a New Financial Year
- Start of Year Adjustments
- End of Year Quick Reference

Customising Forms

- Understanding Forms
- Creating a New Custom Form
- Understanding the Forms Toolbar
- Setting Form Properties
- Previewing a Form
- Working with Text Fields
- Adding a New Data Field
- Deleting Unwanted Objects
- Working with Lines
- Formatting Fields
- Shading Fields
- Inserting a Picture
- Running the New Form
- Changing a Custom Form