

MYOB Account Right – Day to Day



This well paced course introduces you to MYOB and the world of computerised bookkeeping. With no prior accounting experience, we will have you managing your customers and suppliers, entering bills and creating invoices like an expert. Suitable for the small business owner / bookkeeper or to enhance your job skills and career prospects, you will find this instructor led course very practical and hands on. Plenty of time is allowed for practice and revision to be sure you leave with skills you can use immediately

Pre-Requisites: As a minimum, students must have some Windows experience and good mouse skills. Previous accounting or bookkeeping skills can be helpful but not necessary.

Learning Outcomes: The skills in this course will allow you to use the most common functions in MYOB to expertly manage the day to day processes of Purchasing, Sales and Banking.

Purchasing:

- Understanding Purchasing & The Purchase Process
- Creating A New Purchase & Adding Details to Item
- Creating More Bills
- Raising / Creating & Printing A Purchase Order
- Receiving Ordered & Changed items
- Receiving Items Without the Bill
- Obtaining and Accepting Quotes

Paying For Purchases:

- Viewing What You Owe
- Seeing When Payments Are Due
- Locating A Specific Order or Bill
- Making Payments For Purchases

Selling:

- Understanding Sales In Account Right
- Creating An Invoice & Entering Invoice Details
- Entering Freight & Comments
- Reviewing the Sales Journal
- Changing Customer Credit Terms
- Providing Discounts & Accepting Deposits
- Recording /Printing & Emailing Invoices
- Creating A Cash Customer & Entering A Cash Sale
- Printing A Cash Receipt

Invoicing Techniques:

- Placing Items On Backorder
- Creating A Service Invoice
- Viewing Your Invoices
- Raising A Credit Note
- Settling The Credit

Receivables:

- Recording Customer Payments
- Entering Payment Details & Applying the Payment
- Applying Payments to Multiple Invoices
- Understanding & Preparing A Bank Deposit
- Creating A Bank Deposit Slip
- Understanding & Printing Invoice Statements
- Understanding & Printing Activity Statements
- Emailing Statements
- Analysing Sales
- Viewing Sales Performance
- Getting A Sales Insight

Working With Inventory:

- Creating An Auto-Build Item
- Creating Tracking Accounts
- Specifying The Selling Details
- Specifying The Component Details
- Building An Auto Build Item
- Checking Inventory Status
- Ordering for Back Orders
- Receiving Back Order Stock
- Fulfilling Back Orders

Cheques:

- Writing A Cheque
- Adding A Supplier On The Fly
- Adding Cheque Details & Entering More Cheques
- Recurring Transactions & Cards for Recurring Transactions
- Creating & Using a Recurring Cheque Template
- Changing Recurring Cheque Details
- Printing Cheques & Receiving Money

Reconciliations:

- Dissecting A Bank Statement
- Understanding the Reconciliation Report
- Creating a Pre-Reconciliation Report
- Creating An ITS Tax code
- Starting The Reconciliation
- Clearing Cheques and Deposits
- Entering Bank Interest and Fees
- Completing the Reconciliation
- Understand the Post Reconciliation Report

Working With Reports:

- Selecting a Report
- Printing a Report
- Understanding Report Customisation
- Filtering a Report
- Saving a Report
- Changing Report Orientation
- Sending Reports to MS Excel

AccountRight and the GST:

- Tax and Invoicing
- Tax Exclusive Invoicing
- Understanding Tax Codes
- Examining Tax Codes
- Adding a Supplier Without an ABN
- Ordering Without an ABN
- Examining GST Accounts
- Examining GST Reports
- Running GST Reports

Business Activity Statements:

- Understanding BAS Requirements
- Preparing to Use BASlink
- Creating Additional GST Accounts
- Running Pre-BAS Reports
- The BASlink Program
- Accessing BASlink
- Setting Up Worksheet Links
- Setting Up the Purchses Fields
- Entering PAYG Instalment
- Calculating the PAYG Instalment
- Creating Transaction Information
- Saving BASlink Setup Information
- Creating the Tax Payment