

# One-on-One Personal Computer Training

## Get Started Here

MYOB is a popular accounting program designed for small business.

One-on-One Personal Computer Training provides a comprehensive introduction to MYOB and will enable your students to become productive with the product.

## Learning Outcomes

This course is designed for people who are new to accounting software. It covers the essential features people need to use MYOB.

At the end of the course, the student will be able to:

- ☞ Understand the terminology of accounting software
- ☞ Perform day-to-day activities using MYOB
- ☞ Produce documents such as invoices, bills and orders
- ☞ Keep records necessary for the GST
- ☞ Assistant and recurring transactions
- ☞ Produce common business reports such as balance sheets and profit & loss statements
- ☞ Perform management activities
- ☞ Improve productivity with MYOB

## Structure

The course is organised in a series of lessons, each of which addresses a particular functional area of the product. Basic concepts are introduced first. Later materials build on these basics until the student has a sound grasp of the principles involved.

Each lesson starts with a list of learning outcomes for the lesson. Subject matter in the lesson is interspersed with practical exercises to illustrate the material covered. At the end of each lesson there is a:

- ☞ Summary of the lesson, including a list of the skills learned and important terms
- ☞ Questionnaire to test the student's understanding of the lesson
- ☞ Case study for revision or for fast students.

The manual includes a table of contents, an index, a glossary of important terms, tips and review exercises.

# MYOB AccountRight Day-to-Day Operations

## Contents

- **Purchasing**
  - ✓ Understanding Purchasing In AccountRight
  - ✓ The Purchasing Process
  - ✓ Creating A New Purchase
  - ✓ Adding Details To A Purchase Item
  - ✓ Creating More Bills
  - ✓ Raising A Purchase Order
  - ✓ Creating More Purchase Orders
  - ✓ Printing Purchase Orders
  - ✓ Emailing Purchase Orders
  - ✓ Receiving Ordered Items
  - ✓ Receiving Changed Items
  - ✓ Receiving Items Without The Bill
  - ✓ Obtaining Quotes
  - ✓ Accepting Quotes
  - ✓ Restocking From Inventory
  - ✓ Purchasing Quick Guide
- **Paying For Purchases**
  - ✓ Viewing What You Owe
  - ✓ Seeing When Payments Are Due
  - ✓ Locating A Specific Order Or Bill
  - ✓ Making Payments For Purchases
  - ✓ Adding More Payments
  - ✓ Accounts Payable Quick Guide
- **Selling**
  - ✓ Understanding Sales In AccountRight
  - ✓ Creating An Invoice
  - ✓ Entering Invoice Details
  - ✓ Entering Freight And Comments
  - ✓ Reviewing The Sales Journal
  - ✓ Changing Customer Credit Terms
  - ✓ Providing Discounts
  - ✓ Accepting Deposits
  - ✓ Recording More Invoices
  - ✓ Printing Invoices
  - ✓ Emailing Invoices
  - ✓ Creating A Cash Customer
  - ✓ Entering A Cash Sale
  - ✓ Printing A Cash Receipt
  - ✓ Selling Quick Guide
- **Invoicing Techniques**
  - ✓ Placing Items On Backorder
  - ✓ Creating A Service Invoice
  - ✓ Creating More Service Invoices
  - ✓ Viewing Your Invoices
  - ✓ Raising A Credit Note
  - ✓ Settling The Credit
  - ✓ Invoicing Techniques Quick Guide
- **Receivables**
  - ✓ Recording Customer Payments
  - ✓ Entering Payment Details
  - ✓ Applying The Payment
  - ✓ Recording More Payments
  - ✓ Applying Payments To Multiple Invoices
  - ✓ Understanding Bank Deposits
  - ✓ Preparing A Bank Deposit
  - ✓ Creating A Bank Deposit Slip
  - ✓ Understanding Invoice Statements
  - ✓ Printing An Invoice Statement
  - ✓ Understanding Activity Statements (con't)

## ➤ **Receivables**

- ✓ Printing An Activity Statement
- ✓ Emailing Statements
- ✓ Analysing Sales
- ✓ Viewing Sales Performance
- ✓ Getting A Sales Insight
- ✓ Accounts Receivable Quick Guide

## ➤ **Working With Inventory**

- ✓ Creating An Auto-Build Item
- ✓ Creating Tracking Accounts
- ✓ Specifying The Selling Details
- ✓ Specifying The Component Parts
- ✓ Building An Auto-Build Item
- ✓ Checking Inventory Status
- ✓ Ordering For Backorders
- ✓ Receiving Backorder Stock
- ✓ Fulfilling Backorders
- ✓ Inventory Quick Guide

## ➤ **Cheques**

- ✓ Writing A Cheque
- ✓ Adding A Supplier On The Fly
- ✓ Adding Cheque Details
- ✓ Entering More Cheques
- ✓ Recurring Transactions
- ✓ Cards For Recurring Transactions
- ✓ Creating A Recurring Cheque Template
- ✓ Using A Recurring Cheque
- ✓ Changing Recurring Cheque Details
- ✓ Printing Cheques
- ✓ Receiving Money
- ✓ Cheques Quick Guide

## ➤ **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
- ✓ Reconciliations Quick Guide

## ➤ **Working With Reports**

- ✓ Selecting A Report
- ✓ Printing A Report
- ✓ Understanding Report Customisation
- ✓ Filtering A Report
- ✓ Choosing Fields For A Report
- ✓ Formatting A Report
- ✓ Saving A Report
- ✓ Changing Report Orientation
- ✓ Sending Reports To Microsoft Excel
- ✓ Reports Quick Guide

## ➤ **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
- ✓ Running GST Reports
- ✓ AccountRight And The GST Quick Guide

## ➤ **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 Purchases Fields
- ✓ Entering PAYG Tax Withheld Information
- ✓ Calculating The PAYG Instalment
- ✓ Creating Transaction Information
- ✓ Saving BASlink Setup Information
- ✓ Creating The Tax Payment
- ✓ BAS Quick Guide

## **Prerequisites**

Students should already be familiar with PCs and Windows but no experience is necessary in Accounting Practices.

## **Enquiries**

**Telephone – 1800 660 000**

**Fax - 07 4728 5905**

**Email - [info@1-on-1.biz](mailto:info@1-on-1.biz)**

**Web Address - <http://www.1-on-1.biz>**

