

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:

- ✎ find your way around an MYOB AccountRight data file and extract some useful
- ✎ company information
- ✎ create a new company file for use in AccountRight
- ✎ modify an existing chart of accounts to suit your business needs
- ✎ make changes to customer and supplier details in the card file
- ✎ create an inventory in AccountRight of items for sale

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 Starting a Company File

Contents

MYOB AccountRight Orientation

- ✎ An MYOB AccountRight Overview
- ✎ When AccountRight Is Started
- ✎ Starting AccountRight
- ✎ The AccountRight Screen
- ✎ The Command Centre
- ✎ Navigating The Command Centre
- ✎ Using The Command Centre
- ✎ Finding AccountRight Transactions
- ✎ Finding A Past Transaction By Account
- ✎ Finding Past Cash Sales
- ✎ Displaying A Balance Sheet
- ✎ Displaying Profit And Loss
- ✎ Getting Business Insights
- ✎ Protecting Your AccountRight Data
- ✎ Exiting From AccountRight
- ✎ Other Things About AccountRight

Creating A New Company File

- ✎ Getting Ready To Use AccountRight
- ✎ Preparing For The Company File
- ✎ Starting The New Company File Assistant
- ✎ Providing Accounting Information
- ✎ Choosing An Accounts List
- ✎ Saving The New Company File
- ✎ Exiting With A Backup
- ✎ Returning To An Existing Company File
- ✎ Company File Activation

Chart Of Accounts

- ✎ Understanding The Chart Of Accounts
- ✎ The Case Study Accounts
- ✎ Modifying Existing Accounts
- ✎ Creating A New Account
- ✎ Creating A Header Account
- ✎ Creating Detail Accounts
- ✎ Deleting Accounts
- ✎ Completing Our Chart Of Accounts
- ✎ Viewing Linked Accounts
- ✎ Changing Linked Accounts
- ✎ Changing Default Credit Terms
- ✎ Checking The Tax Codes
- ✎ Preparing For Electronic Banking

Opening Balances

- ✎ Balance Sheet Accounts
- ✎ Account Names Versus Account Numbers
- ✎ Entering Opening Balances
- ✎ Analysing The Balance Sheet
- ✎ Analysing Profit And Loss Accounts

Historical Balances

- ✎ Making Transactions Changeable
- ✎ Using Easy Add To Enter Customers
- ✎ Entering Customer Balances
- ✎ More Customer Balances
- ✎ Reviewing Customer Balances
- ✎ Using Easy Add To Enter Suppliers
- ✎ Entering Supplier Balances
- ✎ Reviewing Supplier Balances

The Card File

- ✎ Updating Customer Profiles
- ✎ Updating Supplier Profiles
- ✎ Entering ABN Details
- ✎ Specifying Customer Credit Terms

- ✓📄 Entering Supplier Banking Details
- ✓📄 Examining Activity History
- ✓📄 Choosing A Form Layout

Setting Up Inventory

- ✓📄 Creating An Inventory Profile
- ✓📄 Entering The Buying Details
- ✓📄 Entering The Selling Details
- ✓📄 Entering More Inventory Items
- ✓📄 The Case Study Spreadsheet
- ✓📄 Adding The Batteries To Inventory
- ✓📄 Adding The Extension Cords To Inventory
- ✓📄 Counting Stock
- ✓📄 Entering Inventory Opening Balances
- ✓📄 Reviewing Your Inventory Items

Prerequisites

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

Enquiries

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