

MYOB ACCOUNTRIGHT 2016 INTERMEDIATE COURSE OUTLINE



caring, flexible, professional

TARGET AUDIENCE

This one-day course is intended for people who need to know how to use more of the features in MYOB.

LEARNING OUTCOMES

The skills and knowledge covered in this course are sufficient to help you set up your inventory, use inventory in invoices, understand more about BAS and manage your contacts and jobs.

DURATION: 1 day

COURSE OUTLINE

Setting up Inventory

Organising Inventory Data and code structures
Creating a new Inventory Item
Buying Details
Selling Details
Entering Opening Balances for Inventory

Purchasing using Inventory

Adjusting Suppliers Cards to use the Item Layout
Adding Item Details to a Purchase
Understanding how stock levels are affected when entering a Purchase Invoice to check inventory status
Using the Analysis Inventory window

Selling using Inventory

Adjusting Customers cards to use the Item Layout
Entering an Item Sales Invoice
Understanding how stock levels are affected when entering a Sales Invoice
Using the Analysis Inventory window to check inventory status
Providing discounts
Changing Line-Item Prices

Backorders

Placing items on Backorder
Viewing the Backorder
Raising a Purchase Order to resupply the backorder
Noticing how Purchase Orders affect stock levels by analysing inventory
Resupplying Backorders
Receiving supplies for backorders and entering in the Purchase Invoice
Fulfilling Backorders

Auto Build Items

Creating an Auto-Build Item
Creating Tracking Accounts
Specifying the Selling Details
Specifying the component parts

Other Inventory Topics

Receiving Items with changed value
Receiving Items without a bill
Obtaining Quotes
Progressing Quotes
Printing Price Lists
Other Inventory Reports
Adjusting Inventory

Jobs

Overview of Job Tracking
Creating a Header Job
Creating Sub Jobs
Creating Job Budgets
Using Jobs
Checking Job Status
Creating a Reimbursable expense
Checking the Reimbursable List
Invoicing Reimbursements

Contacts

Managing and working with Contacts
Customer Contact Logs
Custom Lists and Identifiers
Contact Alerts
Contacts Reports

Working with Reports

Selecting a Report
Printing Reports
Understanding Report Customisation
Choosing fields for a Report
Filtering a Report
Formatting a Report
Saving a Report
Changing Report Orientation
Reporting in Excel

MYOB and the GST

Understanding Cash
Accrual tax reporting
Tax and Invoicing
Understanding the Tax Codes
Adding a Supplier without an ABN
Recording an Order without an ABN
Running GST Reports

BAS

Preparing for the BAS - reports
BASlink – understanding the Worksheet
Setting up fields on the Front and Back sheets
Creating the BAS transaction

Customising 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 logo or picture
Using the New Form

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