

MYOB AccountRight

Online version

INTERMEDIATE



caring, flexible, professional

Duration: 1 day

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.

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

Duration: 1 day

Class size: 10 max

Times: 9am to 4pm

Where to from here? MYOB Advanced, MYOB Payroll