

M Y O B

AccountRight Plus Version 19

2 Day Course Outline

Session 1	Content	Session 2	Content
	<ul style="list-style-type: none"> • Set up computerized business records • Set up General Ledger • Set up Accounts Receivable • Set up Accounts Payable • Enter supplier ABN's 		<ul style="list-style-type: none"> • Set up Job Cards • Write cheques • Enter Job Budgets • Link Invoices to Salespersons • Enter Credit Card transactions • Edit Pending Invoices • Delete Pending Orders/Invoices
	<ul style="list-style-type: none"> • Set up Tax Codes • Set up Inventory • Enter GST linked accounts • Enter GST linked suppliers • Enter Inventory opening balances 		<ul style="list-style-type: none"> • Delete Purchase Orders • Reverse cheque payments • Write cheques • Enter bank direct entries • Enter deposits • Prepare GST Tax Reports • Prepare BAS Statement
	<p>Accounts Payable</p> <ul style="list-style-type: none"> • Enter Item Orders and Bills • Enter Service Bills • Enter Credit Notes • Settle Purchase Returns/Debits • Enter Supplier Payments • Edit Invoices • Reverse Invoices 		<ul style="list-style-type: none"> • Enter recurring cheques/deposits • Edit recurring cheques/deposits • Prepare Cash Flow Worksheet • Set up Payroll employee records • Set up Payroll Expense accounts • Enter Payroll transactions • View Payroll Reports
	<p>Account Receivable</p> <ul style="list-style-type: none"> • Enter Item Invoices • Enter Service Invoices • Enter Credit Notes • Settle Sales Returns and Credits • Enter Customer Payments • Enter Customer Terms • Enter Backorder invoices 		<ul style="list-style-type: none"> • Use undeposited funds • Prepare Batch Reports • Prepare General Journal entries • Reconcile bank account • Month end processing • Year end processing • Create Backup file • Set up Passwords

22 June 2010



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Business

Your Success is Our Priority

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