

What is MYOB AccountRight

The new AccountRight is accounting software designed to give you the benefits of online accounting, combined with the flexibility to work online or offline. It consists of 4 product levels:

- **AccountRight Basics**
- **AccountRight Standard**
- **AccountRight Plus**
- **AccountRight Premier**

What are the differences

Refer the attached document

What this training will cover

This training will cover the basic to advance hands-on training with MYOB AccountRight Version 2024. In total of four (04) components, as listed below.

MYOB Set Up Component

1. Create New Company MYOB Data File
2. Start and Navigate MYOB
3. Tailoring Account Coding System
4. Tailoring Chart of Accounts specific to business nature
5. Set up suppliers & Customers details into MYOB

Data Entry Component

1. Sales – (Quote, Order & Invoice)
2. Purchase – (Purchase & Bill pay)
3. Income – Cash basis
4. Expenses – Cash basis
5. Receive payment on credit sale (in full and part payment)
6. Use MYOB to manage more complex invoice and payment systems

Reporting Component

1. Perform Bank Reconciliations
2. Financial year rollover/ Data file back up
3. Extract or produce variety of Business-Related Reports

Others

1. GST report extract & prepare GST returns (G1) & Annual returns (IPA)
2. Manage Petty Cash Drawer through MYOB
3. MYOB Security system set up
4. Export MYOB Data to spreadsheet program
5. Set up Fixed Assets Register through MYOB
6. Customise Invoice and send it via MYOB

Benefits	Basics	Standard	Plus	Premier
Work from anywhere	"Yes"	"Yes"	"Yes"	"Yes"
Work on your company file in a web browser.	"Yes"	"Yes"	"Yes"	"Yes"
Work anywhere, anytime, that suits you.	"Yes"	"Yes"	"Yes"	"Yes"
Invoice on the go with our free mobile app.	"Yes"	"Yes"	"Yes"	"Yes"
Collaborate with your accountant, bookkeeper, and staff on the same data in real-time.		"Yes"	"Yes"	"Yes"
Store your bills online.				
Easier to use				
Automatic software updates.	"Yes"	"Yes"	"Yes"	"Yes"
Send emails directly from AccountRight without needing Microsoft Outlook.	"Yes"	"Yes"	"Yes"	"Yes"
Link to your bank account ('bank feeds').	"Yes"	"Yes"	"Yes"	"Yes"
Smart tools to get you paid faster				
Get paid faster by taking payments online (includes VISA, MasterCard, AMEX or BPAY payments)	"Yes"	"Yes"	"Yes"	"Yes"
(Australia only) Send and receive Invoices (when working in the browser)	"Yes"	"Yes"	"Yes"	"Yes"
(Australia only) Send direct debit requests for customers.	"Yes"	"Yes"	"Yes"	"Yes"
(Australia only) Easier compliance with payroll automation				
Be compliant for Single Touch Payroll reporting.			"Yes"	"Yes"
Easily transition to STP Phase 2.			"Yes"	"Yes"
New employees can send their details straight into AccountRight.			"Yes"	"Yes"
Pay super directly from AccountRight.			"Yes"	"Yes"
Stay super compliant with automation of super rate increases.			"Yes"	"Yes"
More powerful and secure				
Hook up your data to a range of powerful add-ons.	"Yes"	"Yes"	"Yes"	"Yes"
Industry-best security (two-factor authentication)	"Yes"	"Yes"	"Yes"	"Yes"