



MYOB Software For Dummies

Veechi Curtis

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Your complete guide to MYOB® AccountRight software

Now in its seventh edition, MYOB® Software For Dummies walks you through everything you need to know, from starting your MYOB® file from scratch and recording payments and receipts, to tracking profit and analysing sales. This new edition includes all the information you need on the new generation of MYOB® AccountRight software, including the new cloud computing features.

- Set up MYOB® software - understand how to make it work the first time
- Keep track of purchases and sales - monitor customer accounts and ensure you get paid on time
- Get to grips with payroll - know what your responsibilities are for tax, superannuation and leave entitlements
- Prepare Business Activity Statements - save time with electronic lodgements
- Compile business reports - track your profitability and analyse your sales
- Upgrade with ease - get expert advice on the easiest way to upgrade to the new MYOB® AccountRight releases
- Move your books to 'the cloud'- access your business information from wherever you are.

Open the book and find:

- Simple explanations of key activities and tasks
- Information about the latest versions of all components of MYOB® AccountRight
- Advice for upgrading to the new MYOB® AccountRight software
- Tips for increasing the speed of entering regular transactions
- Fail-safe methods for accurately starting a new financial year
- Guidance for mastering tricky payroll transactions
- Descriptions of how to run your software in 'the cloud'

Veechi Curtis is a qualified accountant and consultant who specialises in teaching small businesses about technology and finance. She is the author of several business titles, including *Small Business For Dummies*, *Bookkeeping For Dummies* and *QuickBooks® For Dummies*.

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Lauren Marine:

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Heather Roberts:

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Cody Smith:

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