



Contents

Computerised Accounting

1	Computerised Accounting Systems	5
2	Creating a Company File & the Accounts List	25
3	Spending & Receiving Money	49
4	Journal Entries & Petty Cash	77
5	Service Income	97
6	Trading Income	119
7	Purchasing Goods & Services	141
	<i>Practice Exercise 1</i>	163
8	Setting Up MYOB for an Existing Business	171
9	Integration 1 (Sales & Purchases)	211
10	Customer Management	237
11	Integration 2 (Advanced Inventory)	259
12	Financial Year End & Reporting	317
	<i>Practice Exercise 2</i>	335



Accessing Resources

Download Company Files

Log in to your account at **LNOnline.com.au** to download a package of company starter files and related resources for this book.

Download MYOB AccountRight 2022.2

Log in to your account at **LNOnline.com.au** to download the installation package for MYOB AccountRight 2022.2.

Note that the software can only be installed on a Windows PC. MYOB AccountRight is not available for Mac OS.