

MYOB Accounting Version 12

Module 1

General Information

General Description:

This course aims to increase your productivity by providing the skills and knowledge to use MYOB Accounting Version 12 to do the accounting for your business on a day-to-day basis.

Learning Outcomes:

At the completion of this courseware participants will be able to:

- create a data file
- create a workable chart of accounts
- enter opening balances
- enter historical sales and purchases data
- prepare and work with the inventory system
- raise purchase orders
- create invoices
- track inventory
- write cheques
- perform bank reconciliations
- run reports
- track GST obligations

Target Audience:

This course is intended for people who wish to set up and operate their business using MYOB Accounting Version 12.

Prerequisites:

This course is designed for participants with little or no knowledge of the software.

Statistics:

19 chapters, and 154 pages.

Approx* Duration:

116 exercises. Anticipated duration* of 15.5 hours

Course Files:

Course files are available for this courseware and can be downloaded free of charge from **www.watsoniapublishing.com**.

Methodology:

A hands-on approach is taken during this course. The exercises are designed to impart relevant skills and knowledge by having participants set up MYOB and then use it to do the accounting for a business.

Resource Sequence:

INF141 MYOB Accounting Version 12 Module 1

** Approximate duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants.*

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Module 1

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Your supplier is: