

# Process Accounts Payable and Receivable Using MYOB

MYOB Version 13



<b>General Description</b>	This courseware covers the maintenance of accounts payable and receivable records, processing of payments to creditors, and handling overdue accounts receivable. MYOB accounting software is used in the courseware.
<b>Learning Outcomes</b>	At the completion of this courseware participants will be able to: <ul style="list-style-type: none"> <li>• understand the importance of good, financial business practices and systems</li> <li>• identify key documents used in the accounts receivable and payable processes</li> <li>• start and exit from MYOB and navigate the Command Centre</li> <li>• process accounts receivable transactions in MYOB</li> <li>• maintain an accounts receivable system</li> <li>• process accounts payable documents in MYOB</li> <li>• maintain an accounts payable system in MYOB</li> <li>• keep your business records reconciled with records from the bank.</li> </ul>
<b>Target Audience</b>	This courseware is designed for anyone wishing to learn about the essentials of accounts receivable, accounts payable, and business banking especially as they would apply to a small business. It is ideally suited to anyone working or wishing to work in or operate a small business.
<b>Prerequisites</b>	This publication assumes little or no prior knowledge of accounts receivable, accounts payable, business banking, or MYOB. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system as you will be required to start applications, work with and copy files, and locate file folders.
<b>Pages</b>	103 pages
<b>Approx* Duration</b>	Nominally 20 hours. However this may vary depending upon current competence and use made of additional exercises and tests in the companion study guide.
<b>Course Disk</b>	Student files for this publication can be downloaded free of charge from our website at <a href="http://www.watsoniapublishing.com">www.watsoniapublishing.com</a> . Follow the student file links on the home page. The product code required to download these student files is INF219.
<b>Methodology</b>	The In Focus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario.
<b>Companion Publications</b>	There is also a Study Guide and a Teacher Resource Kit (TRK) available to complement this learning guide. The Study Guide features additional exercises, consolidation tasks, and an integrated assignment. The Teacher Resource Kit includes additional assessment resources and solutions to all exercises and tasks.

*\* Approximate duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Tuesday, October 28, 2003 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the courseware without notice.*



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Your supplier is:

**Product Information**