

MYOB Version 11 Setting Up A Business

Product Code WPE463

Series Executive

ISBN 1 74007 311 8

General Information

General Description:

Setting Up A Business is designed for learners who wish to set up computerised company accounts using MYOB Version 11. It aims to provide the essential skills necessary to have the accounts setup and balanced ready for operational use.

Learning Outcomes:

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

- start, navigate around, and exit from MYOB
- use the extensive Help system
- create a new company data file
- access and modify the chart of accounts
- add opening balances to a new data file
- enter historical balances into a new company file
- enter data into the card file system
- prepare the inventory system in MYOB.

Target Audience:

This course is intended for people who need to know those features of MYOB pertaining to day to day business operations such as invoicing, ordering, cheque and bank reconciliations, inventory management and reporting.

Prerequisites:

This course is designed for participants with little or no knowledge of MYOB Version 11. However, some knowledge of computer files and hardware, such as using a mouse, would be beneficial.

Statistics:

8 chapters, 140 pages, and 20,234 words!

Approx* Duration:

30 exercises. Anticipated duration* of 5.0 hours

Course Files:

Course files required for this publication can be downloaded free of charge from our web site at www.watsoniapublishing.com.

Methodology:

A hands-on approach is taken in this resource and a real-world case study is used throughout. The exercises are designed to impart relevant skills and knowledge by having participants work through real-life examples and scenarios.

Resource Sequence:

INF109	MYOB Version 11 In Focus – What's New
WPP461	MYOB Version 11 – Module 1
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WPE463	MYOB Version 11 – Setting Up A Business
WPE464	MYOB Version 11 – Day To Day
WPE465	MYOB Version 11 – Payroll
WPE466	MYOB Version 11 – Time Billing

* 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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Publisher Details

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Your supplier is: