

## MYOB Version 12 Day to Day

<b>General Description</b>	This courseware is aimed at people who wish to learn how to use MYOB Version 12 to perform day-to-day business bookkeeping and accounting functions.
<b>Learning Outcomes</b>	<p>At the completion of this courseware participants will be able to:</p> <ul style="list-style-type: none"> <li>• start, navigate around, and exit from MYOB</li> <li>• use MYOB's help system to obtain assistance</li> <li>• make purchases from suppliers</li> <li>• pay for purchases that have been made from suppliers</li> <li>• make sales to customers</li> <li>• deal with more complex invoicing matters</li> <li>• record customer payments</li> <li>• work with inventory on a day-to-day basis</li> <li>• write cheques to make payments</li> <li>• perform a bank reconciliation</li> <li>• produce a variety of business related reports</li> <li>• understand how MYOB is used to track GST</li> <li>• use MYOB's BASlink to produce a Business Activity Statement.</li> </ul>
<b>Target Audience</b>	This course is intended for people who wish to learn how to use MYOB to perform the normal day to day bookkeeping functions required in a small business.
<b>Prerequisites</b>	This course is designed for participants with little or no knowledge of MYOB. A basic knowledge of how personal computers work and file management would be desirable.
<b>Pages</b>	13 chapters, 250 pages, and 32,598 words!
<b>Approx* Duration</b>	68 exercises. Anticipated duration* of 11.3 hours. Course files can be downloaded from our web site at <a href="http://www.watsoniapublishing.com">www.watsoniapublishing.com</a> .
<b>Methodology</b>	A hands-on approach is taken during this course. The exercises are designed to impart relevant skills and knowledge by having participants work through real-life examples and scenarios.
<b>Companion Publications</b>	Watsonia Publishing produce a wide range of other training related publications and products. Please visit our web site at <a href="http://www.watsoniapublishing.com">www.watsoniapublishing.com</a> for more details.

*\* 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 Wednesday, December 17, 2003 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice*



# MYOB Version 12 Day to Day

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Your supplier is:

**Product Information**