

MYOB Version 12 Time Billing

General Description	This courseware aims to provide the skills and knowledge required to effectively utilise the time billing functions of MYOB Accounting Plus Version 12.
Learning Outcomes	At the completion of this courseware participants will be able to: <ul style="list-style-type: none"> • set up MYOB Version 12 for time billing operations • create time billing activity slips • create time billing invoices • track time billing work in progress • produce time billing reports.
Target Audience	This course is intended for people who wish to be able to use the time billing functions of MYOB to record, track and charge for time-based work.
Prerequisites	This course assumes the participant has a good working knowledge of MYOB. A basic knowledge of file management is desirable.
Pages	5 chapters, 78 pages, and 8,634 words!
Approx* Duration	24 exercises. Anticipated duration* of 4.0 hours. Course files can be downloaded from our web site at 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 work through real-life examples and scenarios.
Companion Publications	Watsonia Publishing produce a wide range of other training related publications and products. Please visit our web site at www.watsoniapublishing.com 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*



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Your supplier is:

Product Information