



MYOB Version 12

Module 2

General Description	This course is aimed at people who want to know how to customise MYOB and perform more specialised and end-of-period operations.
Learning Outcomes	<p>At the completion of this courseware participants will be able to:</p> <ul style="list-style-type: none"> • customise the way MYOB works • verify, backup, and restore MYOB data files • work with MYOB's password and security features • set up a petty cash operation in MYOB • track and monitor your credit cards • set up and use MYOB for point of sale operations • use MYOB to track fixed assets • use MYOB job tracking • generate letters and labels using MYOB data • export MYOB data to Microsoft Excel • perform end of month operations in MYOB • perform end of year operations in MYOB • customise the layout of invoices, statements, and other forms.
Target Audience	This course is aimed at people who know how to use MYOB to perform day to day operations, and who now wish to learn how to perform more specialised operations.
Prerequisites	This course is designed for participants with a working knowledge of MYOB, especially in day-to-day operations such as sales and purchasing. Ideally participants will have completed WPP481 MYOB v12 – Module 1. An understanding of file management in Windows is desirable.
Pages	13 chapters, 256 pages, and 33,796 words!
Approx* Duration	78 exercises. Anticipated duration* of 13.0 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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Module 2

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Your supplier is:

Product Information