

MYOB Version 14 Module 2

General Description	This course aims to increase your productivity by providing the skills and knowledge to use MYOB Version 14 at a beyond the basics level.
Learning Outcomes	At the completion of this courseware participants will be able to: <ul style="list-style-type: none"> • customise the way MYOB works • verify, backup, and restore MYOB data files • use the security features of MYOB to protect your data • 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 • create and customise forms in MYOB.
Target Audience	This course is intended for people who wish to advance their knowledge and skills in the use of MYOB beyond the basics of just setting up a company and taking care of day to day accounting operations.
Prerequisites	This course is designed for participants with a good knowledge of basic MYOB. It assumes that participants know how to navigate MYOB, create invoices and purchase orders, and print reports.
Pages	13 chapters, 272 pages, and 33,338 words!
Approx* Duration	76 exercises. Anticipated duration* of 12.7 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 Tuesday, November 16, 2004 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 14

Module 2

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Your supplier is:

Product Information