

MYOB Version 15 Module 2

General Description	This course aims to increase your productivity by providing the skills and knowledge to use MYOB Version 15 effectively.
Learning Outcomes	At the completion of this courseware participants will be able to: <ul style="list-style-type: none">• customise many MYOB features and operations• manage MYOB files• apply password security to MYOB data files• work with custom lists, custom fields, and identifiers to mine data• use MYOB to manage your petty cash drawer• manage credit cards for a business• use MYOB to manage point of sales transactions• manage fixed assets using MYOB• use MYOB's job tracking features• merge letters between MYOB and a word processing application• export data from MYOB to a spreadsheet application• complete end of month transactions in MYOB• complete end of year transactions and roll over MYOB• customise MYOB forms.
Target Audience	This course is intended for people who are current users of MYOB and who would like to extend their understanding of MYOB and many of its features.
Prerequisites	This course is designed for participants who have a good understanding of the basic operation of MYOB including, invoicing, ordering, payroll, and the like. An understanding of files and folders in the Windows environment would also be beneficial.
Pages	14 chapters, 308 pages, and 37,139 words!
Approx* Duration & Course Files	87 exercises. Anticipated duration* of 14 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 Friday, August 05, 2005 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 15

Module 2

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Your supplier is:

Product Information