

Title:

MYOB 17 Module 1

Application

MYOB Version 17

Competency

N/A

ISBN

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Description

This course is intended for people who wish to know how to use MYOB Version 17 to manage accounts, create purchase orders and sales invoices, track debtors and creditors, and fulfill BAS and GST obligations.

MYOB Version 17 Module 1

This course aims to increase your productivity by providing the skills and knowledge to use MYOB Version 17 effectively.

At the completion of this courseware participants will be able to:

- start, navigate around, and exit from MYOB
- create a new company file in MYOB
- modify a chart of accounts to suit specific business needs
- enter account opening balances into a new company file
- enter historical balances for customers and suppliers
- enter customer and supplier details into MYOB's card file
- setup inventory for a new company file
- use the purchasing features of MYOB
- pay for purchases that have been made from suppliers
- make sales to customers
- deal with more complex invoicing matters
- record customer payments
- work with inventory on a day-to-day basis
- write cheques to make payments
- perform a bank reconciliation
- produce a variety of business related reports
- understand how MYOB is used to track GST
- use MYOB's BASlink to produce a Business Activity Statement.

This course is intended for people who wish to know how to use MYOB Version 17 to manage accounts, create purchase orders and sales invoices, track debtors and creditors, and fulfill BAS and GST obligations.

This course is designed for participants with little or no knowledge of the MYOB. An understanding of the Windows environment, such as working with windows and dialog boxes, and creating and manipulating files and folders however would be beneficial.

18 chapters, 374 pages

88 exercises.

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.

MYOB Version 17

Module 1

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