

Title:

MYOB 16-17 Module 2

Application

MYOB Version 16-17

Competency

N/A

ISBN

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Description

This course aims to extend your knowledge of MYOB accounting software beyond the basics.

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This course aims to extend your knowledge of MYOB accounting software beyond the basics.

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

- customise MYOB to operate in a number of ways
- perform a number of file operations in MYOB
- secure your MYOB file and the data in it
- work with custom lists, custom fields, and identifiers to mine data
- use MYOB to manage a petty cash drawer
- manage credit cards in a business
- use MYOB to manage point of sale transactions
- track fixed assets in MYOB
- track specific jobs using MYOB
- merge letters from MYOB to a word processing application
- export MYOB data to a spreadsheet program
- complete end of month transactions
- complete end of year transactions and roll over into a new year
- customise MYOB forms to suit your own business needs.

This course is intended for people who have basic skills in MYOB and who would like to extend their knowledge of this product.

This course is designed for participants with some experience in MYOB especially generating invoices, running reports, entering sales, purchases, and payments, and the like. Some knowledge of Windows and file management would also be beneficial.

14 chapters, 326 pages

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.

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