

# MYOB Advance Ver 19

This course is intended for people who have basics skills in MYOB and who would like to extend their knowledge of this product. This course aims to increase your productivity by providing the skills and knowledge to use MYOB effectively.

## Modules

- Customize 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
- File Management
- Work with custom lists, custom fields and identifiers to mine data
- Security in MYOB
- Use MYOB to manage a petty cash drawer
- Point of sales
- Fixed Assets
- Manage credit cards in a business
- Use MYOB to manage point of sale transactions
- Track fixed assets in MYOB
- Track specific jobs using MYOB
- MYOB and Word processing
- Export MYOB Data to Spreadsheet program
- Complete end of month transactions
- Complete end of year transactions and roll over into new year
- Customize MYOB forms to suit your own business needs



## 5 Day Workshop

### Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

### Wrapping up

- Activities
- Words from the Wise
- Review of Parking Lot
- Lessons Learned

**K4,410.00** per person, the fees include Course material, Certificate and Complementary Lunch.