



MYOB Training

MYOB Payroll

Who Should Do This Course?

This course is intended for people who wish to learn how to set up and use the payroll features in MYOB Accounting Plus.

Duration: 1 day

Class size: 10 students max

Time: 9.00am - 5.00pm

Locations: Liverpool / Parramatta and Norwest

Price: \$395 inc GST

Course ID - **CSAMYOB-AP-1-2010**

After the course?

Each student will receive:

- Certificate of completion
- Training Manual
- Free class re-sit (if necessary)

To Register (see over)

Fax 8852 2550

Ph 8852 2500

About The Course

This course aims to increase your productivity by providing the skills and knowledge to use the payroll features of MYOB Version Accounting Plus.

It takes the learner through setting up MYOB payroll, entering employee details, conducting manual and electronic pay runs, managing entitlement and end-of-year tasks.

This is a hands on course, the exercises are designed to impart relevant skills and knowledge by having participants work through real life examples and scenarios.

Learning Outcomes

Upon successful completion of this course, participants will be able to:

- **Setup MYOB Accounting Plus for payroll**
- **Add employee payroll details in MYOB**
- **Conduct pay runs in MYOB**
- **Create, modify and pay employee entitlements**
- **Use the timesheets facility in MYOB**
- **Display payroll information and generate reports**
- **Fulfill end of month, end of quarter, and end of year payroll obligations**

Modules Include

Unit 1: setting up payroll

Unit 2: setting up employees

Unit 3: conducting a pay run

Unit 4: entitlements

Unit 5: timesheets

Unit 6: payroll information

Unit 7: payroll obligations

Courses Run Every Month

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Registration Details (please use capitals) Course ID CSAMYOB-AP-1-2010

Name _____ Organisation _____

Position _____ Current User Yes/No

Ph _____ Mobile _____ Email _____

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On receipt of your registration you will be contacted and advised of available dates and provided with payment details (fees payable prior to commencement).