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

Times: 9:00am - 5:00pm

Price: *Refer to our website for current course and package pricing*

After the course?

Each student will receive:

- Certificate of completion
- Training manual
- 12 months FREE email support
- FREE class re-sit (if necessary)

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 for payroll, entering employee details, conduction manual and electronic pay runs, managing entitlements and end-of-year tasks. 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.

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.

Prerequisites

Participants should have a practical understanding of MYOB in the workplace, or have successfully completed the Fast Track to MYOB Course.

Content

Unit 1: Setting Up Payroll

- Overview Of Payroll
- Opening The Data File
- Setting Up Basic Payroll Information
- Understanding Payroll Categories
- Creating A New Deduction
- Enhancing Payroll Accounts
- Linking Categories And Accounts
- Setting Up Payroll Quick Reference

Unit 2: Setting Up Employees

- Overview Of Employees
- Employees In The Case Study
- Creating An Employee Card
- Entering Payroll Details for Salaried Employees
- Entering Payroll Details for Hourly Employees
- Entering Payroll History
- Employee Banking Details
- Splitting Electronic Payments
- Setting Up Employees Quick Reference

Unit 3: Conducting A Pay Run

- Conducting A Pay Run Overview
- Setting Up Bank Details For Electronic Payments
- Paying Salaried Employees
- Preparing Electronic Payments
- Paying Hourly Employees
- Printing Pay Cheques
- Printing Payroll Advice Slips
- Running A Summary Report
- Conducting A Pay Run Quick Reference

Unit 4: Entitlements

- Overview Of Entitlements
- Modifying Existing Entitlements
- Understanding Entitlements
- Creating New Entitlement Categories
- Reassigning Wages Categories
- Applying Entitlements

- Entering Carry Overs
- Entitlements For Hourly Employees
- Entitlements For Salaried Employees
- Reviewing Entitlements
- Running Entitlement Reports
- Entitlements Quick Reference

Unit 5: Timesheets

- Overview Of Timesheets
- Activating the Timesheet Facility in MYOB
- Preparing Employee Cards For Timesheets
- Entering Data Into Timesheets
- Conducting A Pay Run Using Timesheets
- Creating Subsequent Timesheets
- Running Timesheet Reports
- Timesheets Quick Reference

Unit 6: Payroll Information

- Overview Of Payroll Information
- Analysing Employee Pays
- Payroll Categories
- Payroll Summary Reports
- Payroll Information Quick Reference

Unit 7: Payroll Obligations

- Overview Of Payroll Obligations
- Checking Payroll Liabilities
- Paying the PAYG Withholdings
- Paying Deductions
- Paying Superannuation Guarantee Contributions
- Reviewing Liability Payments
- Payroll End Of Year Obligations
- Creating Payment Summaries
- Starting A New Year
- Payroll Obligations Quick Reference

Looking for course dates?

To view a full list of course dates, please visit our website at **www.dynamicwebtraining.com.au**
Alternatively please contact our office on **1300 888 724**