

MYOB – PAYROLL

Using Mind Your Own Business Computer Software

Prerequisites:

MYOB level 1 must have been completed here at the Morley Training Centre to ensure you have the skills and at the correct level of understanding with MYOB prior to undertaking training in MYOB Payroll. It is also necessary to have basic keyboard skills, Windows knowledge, good mouse skills, and an understanding of bookkeeping terminology.



Course Duration: 2 days – 9.00 am to 3.00pm

Course Aim & Methodology:

This course aims to increase the trainee’s computer productivity by providing the skills and knowledge to work with MYOB Software in the area of Payroll.

The method in which trainees are taught is through a series of practical exercises. The exercises will provide trainees with skills and knowledge by using a task oriented approach. Training is hands-ons and will take trainees through all sections as covered in the course content.

Course Content:

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| <ul style="list-style-type: none"> ✓ Setting up Payroll • Load tax tables • Entering General Payroll Information ✓ Setting up Bank Information • Linked Accounts–Payroll Electronic Payments • Set up company Bank Details • Online Payroll information ✓ Exploring Payroll Categories – Entitlements • View Payroll Categories • Create New Categories • Creating Editing Employment classifications ✓ Employee Payroll Information/Process Pays • Set up New Cards for employees • Process Pays • Payroll Reports • Prepare Electronic Payments • Edit Employees Pay • Adjustments to Employees Pays • Viewing employees Payroll Balances • Terminating Employees • Process Final Payroll run for Month | <ul style="list-style-type: none"> ✓ Reconcile Payroll • Reconcile Wages against Reports • Look at the Payroll Set up in the BAS • Reconcile Superannuation • Paying Liabilities • Additional Reporting for Payroll Liabilities ✓ End of Payroll Year Procedures • Payroll checklist • Print PAYG Payment Summaries • Make a Backup • Start New Payroll Year • Load Tax Tables |
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