



computer training options

MYOB v17 Payroll

Introduction:

This course aims to increase your productivity by providing the skills and knowledge to use

MYOB Version 17's payroll features effectively.

Learning Outcomes:

At the completion of this courseware 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
- calculating hours worked from timesheets
- display payroll information and generate reports
- fulfill end of month, end of quarter, and end of year payroll obligations.

Course Content:

- Setting Up Payroll
- Setting Up Employees
- Conducting A Pay Run
- Entitlements
- Payroll Information
- Payroll Obligations
- Processing Pays

Target Audience:

This course is intended for people who wish to use MYOB Accounting's payroll facility to create pays.

Duration:

1 Day

Courseware:

High quality learning materials are available for purchase by participants. Participants will also be presented with a certificate of achievement upon completion of the course.

Computer Training Options

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Ph: 1300 667 660 Email: training@cto.com.au Web: www.cto.com.au



MYOB v17 Payroll

Introduction to Payroll

1. Record-keeping requirements
2. State Awards and "WorkChoices"

Payroll Command Centre

1. Employer Payroll obligations
2. Payroll Categories
3. Exploring Superannuation
4. Exploring Entitlement
5. Exploring Deductions
6. Employment Classifications
8. Employee Card Files
9. Payroll Linked accounts
10. Employee obligations

Processing Pays

1. Conducting a Pay Run
2. Editing Pays
3. Payroll Advice Report
4. Printing Payslips

5. Correcting Payroll Errors

6. Payroll Activity Report

7. Printing Payroll Journal

8. Set up Payroll for payment by Electronic Funds Transfer

9. Entering banking details for employees
10. Calculating hours worked from Timesheets

11. Electronic Payments Register

12. Customising Payslips

13. Printing Payroll Summary

14. Printing Entitlement Balance Report

15. Printing Payroll Register

16. Reconciling Payroll at the end of the month/year

Payment of Deductions Withheld

1. Reports
2. Paying superannuation
3. PAYG Withholding Fields of the Business Activity Statement
4. Paying PAYG Withholding Taxes
5. Paying Donations
6. MYOB M-Powered Superannuation

End of Payroll Year

1. End of Year Payroll Checklist
2. Printing Payment Summaries
3. Starting a New Payroll Year

Processing Pays and Handling Enquiries

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