



MYOB - Payroll

National Competency Standard (BSB)
BSBFIA302 Process payroll
BSBFIM502 Manage payroll

Objectives

On completion of this course, attendees will be able to use MYOB to process the payroll for a small business or for a department in a larger business. A hands-on approach is taken during this course. The detailed, step-by-step exercises are designed to impart relevant skills and knowledge by having participants work through real-life examples and scenarios using a carefully crafted case study.

Pre-Requisites

A working knowledge of MYOB is required.

Duration

One day.

Course Outcomes

At the completion of this course you will be able to:

1. Setup MYOB for payroll operations.
2. Add employee payroll details in MYOB.
3. Conduct pay runs in MYOB.
4. Create, modify and pay employees.
5. Display payroll information and print reports.
6. Finalise the end of a pay year.

Optional Assessment

This is a nationally recognised training program. Participants who successfully complete the optional assessment component of this course will receive a Statement of Attainment for the unit of competency outlined above (additional fee applies – please enquire when you book). Participants who choose not to be assessed will receive a Certificate of Attendance. Exercises completed during the course will be used as evidence towards unit competency.

Course Content

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

Setting up Employees

- Overview Of Employees
- Creating an Employee Card
- Payroll Details for Salaried Employees
- Payroll Details for Hourly Employees
- Entering Payroll History
- Employee Banking Details
- Splitting Electronic Payments
- Entering More Employees
- Setting up Employees Quick Reference

Conducting a Pay Run

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

Entitlements

- Overview Of Entitlements
- Changing Entitlement Categories
- Applying Entitlements
- Entering Carry Overs
- Entitlements for Hourly Employees
- Entitlements for Salaried Employees
- Reviewing Entitlements
- Running Entitlement Reports
- Entitlements Quick Review

Payroll Information

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

Payroll End of Year

- Overview Of Payroll End Of Year
- Creating Payment Summaries
- Starting A New Year
- Payroll End Of Year Quick Reference