

MYOB Version 11 Payroll

General Information

General Description:

This course aims to increase your productivity by providing the skills and knowledge to use the payroll features of MYOB Version 11 or Premier 5.

Learning Outcomes:

At the completion of this courseware participants will be able to:

- set up MYOB Accounting Plus for payroll
- set up payroll information for employees
- conduct a pay run using MYOB
- calculate employee leave entitlements
- pay employees electronically
- run a variety of payroll specific reports
- create employee payment summaries at the end of a year.

Target Audience:

This course is intended for people who need to set up the payroll features of MYOB and conduct pay runs.

Prerequisites:

Participants should have a basic operational understanding of MYOB. An understanding of files and folder management in Windows is desirable.

Statistics:

7 chapters, 110 pages, and 14,453 words!

Approx* Duration:

33 exercises. Anticipated duration* of 7 hours

Course Files:

Course files required for this publication can be downloaded free of charge from our web site at **www.watsoniapublishing.com**.

Methodology:

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.

Resource Sequence:

INF109 MYOB Version 11 In Focus – What's New
WPP461 MYOB Version 11 – Module 1
WPP462 MYOB Version 11 – Module 2
WPE463 MYOB Version 11 – Setting Up A Business
WPE464 MYOB Version 11 – Day To Day
WPE465 MYOB Version 11 – Payroll
WPE466 MYOB Version 11 – Time Billing

** Approximate duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants.*

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