

MYOB Version 12 Payroll

General Description	This courseware aims to provide the skills and knowledge required to effectively utilise MYOB Accounting Plus Version 12 to setup and manage a small business payroll.
Learning Outcomes	At the completion of this courseware participants will be able to: <ul style="list-style-type: none">• setup MYOB Accounting Plus for payroll• add employee payroll details in MYOB• conduct a pay run• create and track employee entitlements• pay employees electronically• display payroll information and generate reports• finalise the end of a pay year.
Target Audience	This course is intended for people who wish to be able to setup and operate a small business payroll system using MYOB.
Prerequisites	This course assumes the participant has a good working knowledge of MYOB. A basic knowledge of file management is desirable.
Pages	7 chapters, 116 pages, and 13,659 words!
Approx* Duration	33 exercises. Anticipated duration* of 5.5 hours. Course files can be downloaded 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.
Companion Publications	Watsonia Publishing produce a wide range of other training related publications and products. Please visit our web site at www.watsoniapublishing.com for more details.

** Approximate duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Wednesday, December 17, 2003 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice*



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