

MYOB Version 13 Payroll

General Information

General Description:

This courseware aims to provide the skills and knowledge required to effectively utilise MYOB Accounting Plus Version 13 to setup and manage a small business payroll.

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 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 courseware is designed for the learner who wants to be able to setup and operate a small business payroll through MYOB Accounting Plus Version 13.

Prerequisites:

This courseware assumes that the learner has a good understanding of how MYOB operates. Some understanding of file management and Windows is desirable.

Statistics:

7 chapters, 116 pages, and 13,611 words!

Approx* Duration:

33 exercises. Anticipated duration* of 5.5 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.

** 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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