

Payroll MYOB Version 14 Accounting Plus

General Description	This course aims to increase your productivity by providing the skills and knowledge to use the payroll features of MYOB Version Accounting Plus.
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 learn how to set up and use the payroll features in MYOB Accounting Plus Version 14. It takes the learner through setting up MYOB for payroll, entering employee details, conduction manual and electronic pay runs, managing entitlements, and end-of-year tasks.
Prerequisites	This course is designed for participants who have a basic knowledge of MYOB and how it works.
Pages	7 chapters, 118 pages, and 13,624 words!
Approx* Duration	32 exercises. Anticipated duration* of 7- 8 hours
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 Thursday, July 22, 2004 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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