

One-on-One Personal Computer Training

Get Started Here

MYOB is a popular accounting program designed for small business.

One-on-One Personal Computer Training provides a comprehensive introduction to MYOB Payroll and will enable your students to become productive with the product.

Learning Outcomes

This course is designed for people who are new to accounting software. It covers the essential features people need to use MYOB.

At the end of the course, the student will be able to:

- ☞ Create New Employees
- ☞ Work with Employee Details
- ☞ Process Employee Pays
- ☞ Adjust Employees Pays with Leave and Overtime
- ☞ Review Leave Liabilities
- ☞ Review Payments, Leave and Banking Details
- ☞ Improve productivity with QuickBooks

Structure

The course is organised in a series of lessons, each of which addresses a particular functional area of the product. Basic concepts are introduced first. Later materials build on these basics until the student has a sound grasp of the principles involved.

Each lesson starts with a list of learning outcomes for the lesson. Subject matter in the lesson is interspersed with practical exercises to illustrate the material covered. At the end of each lesson there is a:

- ☞ Summary of the lesson, including a list of the skills learned and important terms
- ☞ Questionnaire to test the student's understanding of the lesson
- ☞ Case study for revision or for fast students.

The manual includes a table of contents, an index, a glossary of important terms, tips and review exercises.

MYOB Payroll

Contents

Level 1 (1 Day Course)

1. Setting Up Payroll

1. Overview Of Payroll
2. Opening The Data File
3. Setting Up Basic Payroll Information
4. Understanding Payroll Categories
5. Creating A New Deduction
6. Enhancing Payroll Accounts
7. Linking Categories And Accounts
8. Setting Up Payroll Quick Reference

2. Setting Up Employees

1. Overview Of Employees
2. Employees In The Case Study
3. Creating An Employee Card
4. Entering Payroll Details for Salaried Employees
5. Entering Payroll Details for Hourly Employees
6. Entering Payroll History
7. Employee Banking Details
8. Splitting Electronic Payments
9. Setting Up Employees Quick Reference

3. Conducting A Pay Run

1. Conducting A Pay Run Overview
2. Setting Up Bank Details For Electronic Payments
3. Paying Salaried Employees
4. Preparing Electronic Payments
5. Paying Hourly Employees
6. Printing Pay Cheques
7. Printing Payroll Advice Slips
8. Running A Summary Report
9. Conducting A Pay Run Quick Reference

4. Entitlements

1. Overview Of Entitlements
2. Modifying Existing Entitlements
3. Creating New Entitlement Categories
4. Applying Entitlements
5. Entering Carry Overs
6. Entitlements For Hourly Employees
7. Entitlements For Salaried Employees
8. Reviewing Entitlements
9. Running Entitlement Reports
10. Entitlements Quick Review

5. Timesheets

1. Overview Of Timesheets
2. Activating the Timesheet Facility in MYOB
3. Preparing Employee Cards For Timesheets
4. Entering Data Into Timesheets
5. Conducting A Pay Run Using Timesheets
6. Creating Subsequent Timesheets
7. Running Timesheet Reports
8. Timesheets Quick Reference

6. Payroll Information

1. Overview Of Payroll Information
2. Analysing Employee Pays
3. Payroll Categories
4. Payroll Summary Reports
5. Payroll Information Quick Reference

7. Payroll Obligations

1. Overview Of Payroll Obligations
2. Checking Payroll Liabilities
3. Paying the PAYG Withholdings
4. Paying Deductions
5. Paying Superannuation Guarantee Contributions
6. Reviewing Liability Payments
7. Payroll End Of Year Obligations
8. Creating Payment Summaries
9. Starting A New Year
10. Payroll Obligations

Prerequisites

Students should already be familiar with MYOB, PCs and Windows but no experience is necessary in Accounting Practices.

Enquiries

Telephone - 07 4728 5582

Fax - 07 4728 5905

Email - info@1-on-1.biz

Web Address - <http://www.1-on-1.biz>

