

# Exact Business Solutions Pty Ltd

## Course Outlines

### MYOB Payroll

A One-Day Guide

**Course Aims** This **1 day** course aims to provide the skills and knowledge required to effectively setup and manage a small business payroll using MYOB Accounting Plus.

**Objectives** At the end of the course, you will have learned to:

- ✓ Set up payroll
- ✓ Enter employee payroll information
- ✓ Process a payroll run
- ✓ Create and track employee entitlements
- ✓ Pay employees electronically
- ✓ Manage your annual leave and sick leave accruals
- ✓ Print payroll reports
- ✓ Print pay slips
- ✓ Process end of payroll year activities including Payment Summaries
- ✓ Start new payroll year

**Audience** The training manual is aimed at those that use MYOB accounting software, but are unsure how to use the Payroll component of the software.

**Prerequisites** An understanding of basic computer skills is preferred.

**Course Length** In a training environment this manual is suitable for 1 Day.

**Course Structure** A self-paced hands-on approach is taken during this course. A case study is used to produce real-life scenarios so that learners experience how to use the software to solve everyday problems and undertake routine tasks. A course manual is included in the cost of this course. Course files are provided with this courseware.

**Unit 1 – Setting up Payroll**

- Overview Of Payroll
- Opening The Data File
- Setting Up Basic Payroll Information
- Understanding Payroll Categories
- Creating A New Deduction
- Enhancing Payroll Accounts
- Linking Categories And Accounts
- Setting Up Payroll Quick Reference

**Unit 2 – Setting Up Employees**

- Overview Of Employees
- Entering Employee Profiles
- Entering Payroll Details
- Entering Payroll History
- Entering More Employees
- Setting Up Employees Quick Reference

**Unit 3 – Conducting A Pay Run**

- Overview Of Conducting A Pay Run
- Paying Salaried Employees
- Paying Wages To Employees
- Printing Pay Cheques
- Printing Pay Advice Slips
- Printing A Payroll Summary
- Conducting A Pay Run Quick Reference

**Unit 4 – Entitlements**

- Overview Of Entitlements
- Changing Entitlement Categories
- Activating Entitlements
- Entering Carry Overs
- Working With Entitlements
- Reviewing Entitlements
- Staff Entitlements
- Reviewing Staff Entitlements
- Running Entitlement Reports
- Entitlements Quick Reference

**Unit 5 – Electronic Payroll**

- Overview Of Electronic Payroll
- Setting Up Bank Details
- Entering Employee Banking Details
- Paying Employees Electronically
- Processing The Pays
- Printing Employee Pay Slips
- Electronic Payroll Quick Reference

**Unit 6 – Payroll Information**

- Overview Of Payroll Information
- Analysing Employee Pays
- Payroll Categories
- Payroll Summary Reports
- Payroll Information Quick Reference

**Unit 7 – Payroll End of Year**

- Overview of Payroll End of Year
- Creating Payment Summaries
- Starting a New Year
- Payroll End of Year Quick Reference