



SITE LICENSED PROVIDER

MYOB - Payroll

Utilising Premier 10, Version 17

This course is designed to introduce you to the Payroll function of MYOB accounting software. You will learn how to set up, process and manage the payroll system.

Murray House Resource Centre, has tailored this course against National Competency Standards in Business Services II (BSBFIA302A Process Payroll)

This is a one-day course designed for people using the MYOB software requiring the Payroll function. Most suited to small business owners, administrators or current operators requiring MYOB Payroll accreditation.

Time: 9am to 3pm

Cost: \$185.00

Support Materials: All participants will receive a MYOB Payroll manual and training disc on course completion to maintain and practice their skills.

Special Needs: Courses can be tailored to suit individual requirements. Please advise prior to the commencement date to enable our trainers time for modifications.

Key Topics:

- Set up Payroll
- Customise Payroll categories
- Enter employee payroll information
- Make adjustments to standard pay & correct errors
- Reconcile payroll information
- Electronic payments
- Annual leave and sick leave accruals
- Superannuation
- Reports and advice slips

A Statement of Attainment or a Participation Certificate
will be issued upon completion