



BSBFIA302 PROCESS PAYROLL

Nationally Accredited

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. This one day course is designed for people using the MYOB software requiring the Payroll function. It is most suited to small business owners, administrators or current operators requiring MYOB Payroll accreditation. It is a simulated office environment and resources will be available. All evidence will be kept via e-records.

Key Topics:

- ❖ Set up Payroll
- ❖ Customize 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

On enrolment a course confirmation and student handbook will be emailed out to you.

COURSE TIMES 9AM – 3PM
RESOURCES SUPPLIED
PRACTICE MANUAL AND CD
INCLUDED

MYOB PAYROLL
UTILISING PREMIER 10 VERSION 19

KEEP AN ACCURATE TRACK
OF STAFF LEAVE, SICKNESS &
OTHER ENTITLEMENTS

ALLOCATE & TRACK ALL
PAYROLL RELATED TAXES

INTERGRATE WITH MYOB,
PROVIDING VISIBILITY &
CONTROL OVER PAYROLL COSTS

EASILY MANAGE MULTIPLE
VARIABLE HOURS & RATES

MURRAY HOUSE RESOURCE CENTRE

Registered Training Organisation #2068



14 James Street
PINJARRA WA 6208
9531 2298

admin@mhr.org.au