

MYOB - PROCESSING PAYROLL



Computer Smart TRAINING CENTRE

This one day course is an ideal course for a beginner right through to an intermediate user of payroll. This instructor led course will give you plenty of hands on practice.

Pre-Requisites: Participants should have completed the MYOB Essentials Course or have equivalent knowledge or experience as outlined in the Essentials Course.

Learning Outcomes: At the end of this one day course you will have the confidence and knowledge to implement these new skills in your place of business or work environment.

Introduction To Payroll:

- Introduction To Payroll Command Centre
- Record-Keeping Requirements
- State Awards And "Work Choices"
- Occupational Health And Safety

Payroll Command Centre:

- Before You Begin Exploring The Payroll Command Centre
- Exploring The Payroll Command Centre
- Checking The Payroll Year On Your Data File
- Employer Payroll Obligations
- Exploring Wages Accounts In The Accounts List
- Exploring Payroll Categories - Wages
- Exploring Payroll Categories – Superannuation
- Notes On Superannuation
- Exploring Payroll Categories – Entitlements / Deductions & Taxes
- Creating / Editing Employment Classifications
- Exploring Employee Cards
- Editing Payroll Linked Accounts
- Payroll Summary Activity
- Notes On Lock, Access And Box Files
- Notes On Employee Obligations

Payment Of Deductions Withheld:

- Printing Superannuation Accrual By Fund [Detail] Report
- Paying Superannuation By Cheque
- Notes On Payment PAYG Withholding Taxes
- Notes On Superannuation Changes
- PAYG Withholding Fields Of The Business Activity Statement
- Paying PAYG Withholding Taxes
- Paying Donations To Cancel Appeal
- Printing A Trial Balance
- Notes On MYOB M-Powered Superannuation

Processing Pays:

- Processing Pays - 8 / Current Month [Cash Wages]
- Editing Pays
- Checking Accuracy Of Pays - Manually
- Writing Cheque For Cash Wages
- Printing Payroll Advice Report
- Checking The Pay Advice Meets Work Choice Requirements
- Printing Payslips
- Correcting Payroll Errors
- Printing Payroll Activity Report
- Notes On Payroll Timelines, Filing, Security, Confidentiality
- Processing Pays - 15 / Current Month [Paid By Cheque]
- Printing Payroll Journal
- Setting Up Payroll For Payment By Electronic Funds Transfer
- Entering Banking Details For Employees
- Calculating Hours Worked From Timesheets
- Processing Pays - 22 / Month [Electronic Funds Transfer]
- Preparing Electronic Payments File
- Printing Electronic Payments Register
- Processing Pays - 29 / Month [Electronic Funds Transfer]
- Customising Payslips
- Printing Payroll Summary For The Month
- Printing Entitlement Balance Report
- Printing Payroll Register [Summary] For The Month
- Reconciling Payroll At The End Of The Month/Year

End Of Payroll Year :

- Notes On Payroll Summaries
- End Of Year Payroll Checklist
- Printing Payment Summaries
- Starting A New Payroll Year

Processing Pays And Handling Enquiries