MYOB AccountRight Payroll

General Outline

The MYOB's Payroll section is a powerful yet easy-to-learn part of this popular accounting application. A business with anywhere from one to about fifty employees will benefit from the ease with which payroll can be set up and managed.

In our comprehensive course, you'll learn how to set up wages categories, how to ensure that superannuation is calculated correctly, and how to set up entitlements such as holiday leave correctly for your employees.

You'll learn how to apply tricky entitlements and employer expenses, and how to ensure certain pay categories are exempt from PAYG and superannuation.

The relatively small class sizes allow you to ask your trainer questions that are specific to the setting up of your business and its day-to-day management of payroll.

Detailed Course Outcomes

- Describe **payroll categories** and what they mean.
- Set up **general payroll** information.
- Set up wages, salaries, superannuation, taxes, deductions, expenses and entitlements.
- Set up **'unusual' payroll categories** (allowances, tax-exempt and super-exempt categories).
- Set up **employee information**.
- Set up **employees' pay templates** to save time.
- Update any **payroll opening balances** for employees.
- Describe **Tax Tables** and load them.
- Create and **process pay-runs** and **timesheets**.
- Pay employees **electronically** to save time.
- **Fix employee accrued entitlements** with adjustments.
- **Design payslips** to comply with ATO regulations.
- Produce **payroll reports** and report PAYG and super.
- Pay **PAYG withholding** tax and **superannuation**.
- Describe and implement **Single-Touch-Payroll**.

Client Reviews

"The course was tailored to our needs."
Greg, Manager

"I was impressed with the systematic presentation of features and explanation of features."
David, Payroll

"Mark made everything so easy."
Sophie, Admin Coordinator

Delivery & Duration

- 1 day public course, **OR**
  1 x 3-hour online session **OR**
  Closed / Onsite
- For rates and dates, visit:
  classtraining.com.au/ coursedates/18-myob-payroll/

Prerequisites

Attendees should be familiar with using a Windows PC.

Public Course Includes*

- Computer for hands-on skills.
- Extensive training manual.
- Refreshments.
- Certificate of attendance.
- After-course support.
- Free refresher course.

* Inquire re details.

Online Sessions Include

- PDF workbook of instructions.
- Interactivity: ask your questions.
- Access to recording of webinar.
- After-course support.

How to Book

- Phone: **(02) 6041 2711**
- Email:
  office@classtraining.com.au
- Book online:
  classtraining.com.au/ coursedates/18-myob-payroll/

CLASS Training
602 Olive Street
Albury NSW 2640
☎ (02) 6041 2711

classtraining.com.au
office@classtraining.com.au

[Work Smarter]