

MYOB

Payroll

BSBFIA302 - Process payroll
Nationally Endorsed Industry Competency

Darwin

**Human Resource &
Computer Academy**

training for your future

GENERAL INFORMATION

Duration

7 Hours

Cost

\$425 GST-free Incl. Training Manual or \$150/hr (1 on 1)

Prerequisite

Experience with Microsoft Windows and have completed a MYOB Introductory course.

Objectives

To provide a thorough understanding of the comprehensive concepts and skills that will enable the participant to effectively use MYOB Payroll.

Methodology

Group and individual instruction, hands on, practical exercises, visual aids, comprehensive course documentation.

Competency Assessment

This will be issued to trainees upon completion of training session.

Expected Outcome

By the end of the course the participant should be able to use the following functions and features of MYOB Payroll.



For bookings contact us on:

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RTO # 6893

CONTENT

Setting up Payroll

- Overview of Payroll
- Opening the Data File
- Setting Up Basic Payroll Information
- Understanding Payroll Categories
- Creating a New Deduction
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- Linking Categories and Accounts

Setting up Employees

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- Reviewing Liability Payments
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- Creating Payment Summaries
- Starting a New Year

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