



Mind Your Own Business.

MYOB Payroll Course Outline

Course description

In this one day training course, learn how to set up your MYOB Payroll software and process your employee pay runs in a timely and accurate manner. This course will also cover customising payroll categories, leave categories, printing payslips, EA forms and producing payment summaries.

Day 1

Create new payroll data file

Setup

- Company information
- Preferences
- Payroll information
- Payroll Component
- Leave Category

Card File

- Staff Details
- Payroll Details
- Leave Details

Process

- Payroll
- Leave

Report

- Preview
- Printing

Maintenance

- Security
- Backup
- Restore

Prerequisites:

- Microsoft Windows experience and basic accounting is an advantage

Exercise:

- Quizzes & Exercises to reinforce the learning experience
- Discussion on answers relating to exercises

Training details:

- Duration: 1 day
- Time: 9am to 5pm
- Cost: \$299.00 (inclusive of 7% GST)
- Venue: Asian Business Software Solutions Training Centre (Singapore)
305 Alexandra Road # 05-07, Vantage Automotive Centre, Singapore 159942.

For registration & enquiries, please contact us at

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