



INFOCUS COURSEWARE

QuickBooks Plus 2010-11

Payroll



Level Series

Order Code: INF572

ISBN: 978-1-921721-70-0

❖ General Description

The skills and knowledge acquired in are sufficient to be able to use and operate the software to setup payroll items, employee details, employee remuneration details, process pays and produce the necessary reports to meet ATO obligations.

❖ Learning Outcomes

At the completion of QuickBooks Plus 2010-11 Payroll you should be able to:

- set up the payroll preferences for a company
- set up employees
- conduct a pay run
- access payroll information
- complete payroll end of month processes
- complete payroll end of year processes
- implement salary sacrifice processes

❖ Target Audience

This course is designed for people who wish to understand and use the Payroll Centre of QuickBooks to process a small business payroll.

❖ Prerequisites

The course assumes that the user has some prior knowledge of the basic features of QuickBooks. It would also be beneficial to have a general understanding of the payroll process and personal computers and the Windows operating system environment.

❖ Pages

80 pages

❖ Nominal Duration*

Levels publications are based around a 1-day training program consisting of approximately 6 – 8 hours

❖ Student Files

Many of the topics in QuickBooks Plus 2010-11 Payroll require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at www.watsoniapublishing.com. Simply follow the student files link on the home page. You will need the product code for this course which is INF572.

❖ Methodology

The In Focus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ Formats Available

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic licence

❖ Companion Products

There are a number of other complimentary titles in the same series as this publication. Information about other relevant publications can be found on our web site at www.watsoniapublishing.com.

** Duration relates to study time only and does not include assessment time. Duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Friday, August 27, 2010 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.*



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Product Information



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> Concluding Remarks



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