



INFOCUS COURSEWARE

MYOB AccountRight v19

Payroll



WATSONIA PUBLISHING

Product Code: INF1152

ISBN: 978-1-925121-49-0

❖ General Description

The skills and knowledge acquired in **MYOB AccountRight v19 - Payroll** are sufficient to be able to prepare the payroll of a small business.

❖ Learning Outcomes

At the completion of this course you should be able to:

- learn how to configure **AccountRight** payroll to work for a specific company
- enter employee details into **AccountRight**
- conduct a pay run in **AccountRight**
- set up and manage employee entitlements in **AccountRight**
- create and use timesheets for payroll purposes
- find payroll information in **AccountRight**
- fulfill payroll obligations using **AccountRight**

❖ Prerequisites

MYOB AccountRight v19 - Payroll assumes some experience with MYOB and a familiarity with payroll procedures would be helpful, it would also be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Topic Sheets

62 topics

❖ Methodology

The InFocus 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 complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at www.watsoniapublishing.com.

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Product Information



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Contents

Setting Up Payroll

- Understanding AccountRight Payroll
- Opening The Data File
- Setting Up Basic Payroll Information
- Understanding Payroll Categories
- Creating A New Deduction
- Enhancing Payroll Accounts
- Linking Categories And Accounts

Setting Up Employees

- Employees In AccountRight
- Creating An Employee Card
- Adding Personal Details
- Adding Wages Details
- Adding Superannuation Details
- Adding Deductions And Taxes
- Adding More Salaried Employees
- Adding Employees Paid Hourly
- Payroll Details For Hourly Employees
- Entering Payroll History
- Adding More Payroll Histories
- Employee Banking Details
- Splitting Electronic Payments

Conducting a Pay Run

- Understanding A Pay Run
- Setting Up Banking For Electronic Banking
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- Preparing Electronic Payments
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- Printing Pay Cheques
- Printing Payroll Advice Slips
- Running A Summary Report

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- More Complicated Hourly Entitlements
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Payroll Information

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Payroll Obligations

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- Paying Deductions
- Paying Superannuation
- Reviewing Liability Payments
- Creating Employee Payment Summaries
- Reviewing Payment Summary Entries
- Completing Payment Summaries
- Starting A New Year



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