



INFOCUS COURSEWARE

MYOB AccountRight 2018

Payroll



Product Code: INF1862

ISBN: 978-1-925873-80-1

❖ General Description

The skills and knowledge acquired in MYOB AccountRight 2018 - 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 2018 - Payroll assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Topic Sheets

71 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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Setting Up Payroll

- Understanding AccountRight Payroll
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- Opening the Data File
- Activating a File
- Company File Activation
- 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
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- Adding Wages Details
- Adding Superannuation Details
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- Adding More Salaried Employees
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- Payroll Details for Hourly Employees
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- Splitting Electronic Payments

Conducting a Pay Run

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- Printing Payroll Advice Slips
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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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