



INFOCUS COURSEWARE

# MYOB AccountRight Version 19

## Payroll



Level Series

Order Code: INF792

ISBN: 978-1-921721-42-7

❖ **General Description**

The skills and knowledge acquired in **AccountRight Version 19 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 19**
- 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**

❖ **Target Audience**

**AccountRight Version 19 Payroll** is designed for users who wish to learn how to process a small business payroll.

❖ **Prerequisites**

**AccountRight Version 19 Payroll** assumes some experience with **AccountRight** 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.

❖ **Pages/Duration**

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

❖ **Student Files**

Many of the topics in **AccountRight Version 19 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](http://www.watsoniapublishing.com). Simply follow the student files link on the home page. You will need the product code for this course which is **INF792**.

❖ **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



*Need more?  
Here's a  
suggested  
learning path  
based on this  
title...*

*Previous title... INF790 MYOB AccountRight Version 19 – Module 1*

*This title... **INF792 MYOB AccountRight Version 19 Payroll***

*Then... INF791 MYOB AccountRight Version 19 – Module 2*

*\* 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 Wednesday, October 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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## 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
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- ✓ Adding Wages Details
- ✓ Adding Superannuation Details
- ✓ Adding Deductions And Taxes
- ✓ Adding More Salaried Employees
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- ✓ Entering Payroll History
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### ➤ Conducting A Pay Run

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### ➤ Payroll Information

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### ➤ Payroll Obligations

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- ✓ Reviewing Liability Payments
- ✓ Creating Employee Payment Summaries
- ✓ Reviewing Payment Summary Entries
- ✓ Completing Payment Summaries
- ✓ Starting A New Year

### ➤ Concluding Remarks



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