

MYOB ACCOUNTRIGHT v19

Payroll



Learning outcomes

By the end of this course students will be able to setup employees for the payroll, conduct pay runs and fulfill payroll obligations

Target audience

This course is intended for people who wish to use the MYOB payroll facility to create pays

This course will cover the following topics:

Setting up Payroll

- Overview of 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

- Overview of Employees
- Employees in the Case Study
- Creating an Employee card
- Entering Payroll details for salaried employees
- Entering Payroll details for Hourly Employees
- Entering Payroll History
- Employee Banking Details
- Splitting Electronic Payments

Conducting a Pay Run

- Conducting a pay run overview
- Setting up Bank Details for Electronic Payments
- Preparing Electronic Payments
- Paying Hourly Employees
- Printing Pay Cheques
- Printing payroll Advice Slips
- Running a Summary Report

Entitlements

- Overview of Entitlements
- Modifying Existing Entitlements
- Creating New Entitlement Categories
- Applying Entitlements
- Entering Carry Overs
- Entitlements for Hourly Employees
- Entitlements for Salaried Employees
- Reviewing Entitlements
- Running Entitlement Reports

Time Sheets

- Overview of Timesheets
- Activating the Timesheet Facility in MYOB
- Preparing Employee Cards for Timesheets
- Entering Data into Timesheets
- Conducting a Pay Run using Timesheets
- Creating Subsequent Timesheets
- Running Timesheet Reports

Payroll Information

- Overview of Payroll Information
- Analysing Employee Pays
- Payroll Categories
- Payroll Summary Reports

Payroll Obligations

- Overview of Payroll obligations
- Checking Payroll Liabilities
- Paying the PAYG withholding
- Paying Deductions
- Paying Superannuation Guarantee Contributions
- Reviewing Liability Payments
- Payroll End of Year Obligations
- Creating Payment Summaries
- Starting a New Year

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