

# MYOB v.18.5 Payroll



Sutherland  
Computer  
Services

Course code: **MYPAY1**

## 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

### TimeSheets

- 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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