

Sage Instant Payroll

(1 day)

Who should attend

Anyone who works with payrolls and wants to computerise their payroll system with this package.

Trainees should ideally have a certain amount of experience with payroll preparation.

Course Outline

- **Introduction**
 - Fiscal information
 - Company information
 - Payroll production
- **Data Input Preparation**
 - Holidays
 - Pensions
 - On hold
 - Directors
 - Cars
- **Data Input**
 - Company details
 - Bank account
 - Pensions
 - Cash option
 - Departments
 - Pay description
 - Basic*
 - Wages*
 - Overtime*
 - Bonuses*
 - Commission*
 - Adjustments
 - Loans*
- **Processing Payroll**
 - Weekly
 - Monthly
- **Output reports**
 - Salary slips
 - Payment summary
 - Cheque reports
 - Cash reports
- **Miscellaneous**
 - End of month
 - Holiday pay
 - P45's
 - Backup procedure



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