

Introduction to 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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