

Sage 50: Payroll

Category: Sage 50

Course Details

Duration: 1 Day

Timings: 9:30 - 16:30

Getting Started

- Starting Sage Payroll
- The main program window, the tree view
- Exiting Sage Payroll
- Backing up and restoring data
- Payroll basics
- Month end

Company Settings

- Company details
- Bank & coinage
- Tax funding
- SSP/SMP funding
- IR payments

Government Legislation

- PAYE details
- NI rates, SSP rates, SMP rates
- Car details, Car bands
- Student loans

Company Specific Data

- Entering a pension scheme
- Pension scheme details
- Pay elements
- Employee & employer contribution

Employees

- Adding, updating employee personal details
- Adding employment details
- Changing rates of pay
- Entering Year-To-Date values

Processing the monthly payroll

- Processing date
- Entering payments
- Pre-update reports
- Updating records

Other Payments

- Salaries calculated on an hourly basis
- Manual SSP calculations
- A new weekly paid employee
- Process & update : month 12/week 52
- Process & update : week 53
- Employee leaves
- Payment by BACS

Reports

- Employee
- Company
- Legislation

Year End

- Pre year-end tasks
- Year-end wizard : P11, P14, P60, P35
- Clearing the tax year
- Updating employee records
- Backing up data

BOOKING

To discuss course contents and booking arrangements, please call SquareOne on:

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