

SAGE PAYROLL 6

Designed for:
Pre-requisites:
Objectives:

Those who wish to learn how to use a computerised payroll program
Experience of using Windows and previous manual PAYE experience
To teach payroll skills using this current Sage program

Course Content:

- ◆ Lesson 1: Backup and restore data files, change the processing date, display employee information, set up company and bank details, set up payment and deduction types.
- ◆ Lesson 2: Set up a new employee record, set up pay elements, enter payment rates, set up pension information, enter a new car record, maintain car records.
- ◆ Lesson 3: Update payroll data that has already been entered change the process date, enter payments, including holiday payments and deductions.
- ◆ Lesson 4: Print out analysis reports, payslips and cheques, process week 4 payments, process the month 1 payroll, add annual bonus payments, print out reports and BACS information, produce period end reports.
- ◆ Lesson 5: Enter car mileage claims, set up SSP and SMP details, run the week 5 payroll.
- ◆ Lesson 6: Print summaries and update week 5 payroll, process a leaver, enter a new starter, enter SMP information.
- ◆ Lesson 7: Add a new employee, process payroll for Month 2, check PAYE, Tax and NI figures, look at Tax Year End procedures and reports

Features:

- ◆ Structured modular approach to make learning easy
- ◆ Practical exercises to consolidate knowledge gained

Benefits:

- ◆ Know how to use Sage Payroll 6 in order to operate a computerised PAYE program
- ◆ The flexibility and value of a self-study course designed to enable you to work at your own pace
- ◆ A personalised workbook to use as a reference guide on completion of the course
- ◆ The opportunity to gain the widely recognised Pitman Training Certificate

Duration: 16-18hrs

What Next?

Sage Line 50

Microsoft Office Excel 2003 Core

Pitman Training Centre
Warnford Court
29 Throgmorton Street
London EC2N 2LT

☎ +44 020 7256 6668
Fax +44 020 7256 7273
www.pitmanlondon.co.uk
courses@pitmanlondon.co.uk



Microsoft | IT Academy
Programme

people . partnership . performance