



Sage Payroll

Level 1



This 2 day course has been designed to give first time or recent users the skills they need set up a payroll system. The course is 100% hands-on, with exercises to help delegates practice the new skills they learn.

Course Cost: @£275+VAT

Course & Exam: @£350+VAT (NB: Exams will take place after Day 2 has finished – approx. 16:30 – 17:30)

Prerequisites

Delegates must be familiar with the operation of a PC and window based software. Some knowledge of accounting principles would be useful.

Getting started with your payroll

Navigating around Sage 50 Payroll

- The Payroll Screen
- Change View
- Menus
- Toolbars
- Modules
- Tasks
- Employee List

Deal with Access Rights

Set up Legislation

Company Details

- Details
- Bank Details
- Coinage
- Absence
- Analysis
- Tax Funding
- Statutory Funding
- HMRC Funding

Create Employee Records

- Employee Record
- Employee Wizard
- Quick Employee
- Edit an Existing Employee
- Personal
- Employment
- Absence
- Cars/Fuel
- Banking
- Analysis
- History
- Terms

Personnel Records

Use Global Changes

Enter Year to Date Values

Set Up Pay Elements

Process your Payroll Run

- Setting your Process Date
- Processing your Payments
- Printing Pre- Update Reports
- Emailing Payslips
- Updating Your Records

Submissions

- Employer Alignment Submission (EAS)
- Full Payment Submission (FPS)
- Correcting Mistakes to the FPS

Backup/Restore

- Backing up your Data
- Restoring Data

Produce the P32

Employment Payment Summary (EPS)

NI Number Verification Requests (NVR)

Set Up and Use Pension Schemes

Rollback

Company Loan Schemes

Reset Payments

Deal with New Starters

- If they bring a P45 with them
- If they don't bring a P45 with them
- Enter P45 Information
- Entering the P45 Details after an employee has been paid
- Recoding P46 Information on Sage

Processing Casual Workers, Employees

Paid Frequently & Students

Use the Timesheet Entry

Leavers

- Correcting Errors for Leavers

Understand the Pay Review & Variable Settings

Record Holidays and Absences

- Company Settings
- National Holidays

Advance Holiday Pay





Sage Payroll

Level 2

Course Duration: 2 Days

Course Cost: @£275+VAT

Course & Exam: @£350+VAT (NB: Exams will take place after Day 2 has finished – approx.

16:30 – 17:30



Integration, statutory payments & Payroll Year End

Nominal link to Sage 50 Accounts

- Configuring the Nominal Link Settings
- Making the Postings

Exporting Data to Files

- Export to CSV File
- Export to HMRC Compliance Report

Importing data into Sage 50 Payroll

Microsoft Integration

Period End (P32) and Company Dashboard View

- Period End
- Running the P32 Employers Payment Report

Dashboard View

Payroll Task Reminders

Attachment of Earnings Orders

- Attachments of Earnings
- Responsibilities of Employers and Employees
- Deducting the Administrative Fee
- Order of Deductions
- Attach to an Employee
- Process via the Payroll

Student Loans

- When to make Student Loan Deductions
- Set-Up Legislation
- To Activate a Student Loan in Employee Record
- Process the Payroll

Entering Statutory Sick Pay

Entering Statutory Maternity Pay

Entering Statutory Paternity Pay

Entering Statutory Adoption Pay

E-Banking

- Activate E-Banking
- Employee Settings
- Create the BACS Payment File
- BACS Hash

Historical Reporting

- Amend Filter
- Report

Year End Procedures

- End of Year Declarations
- Internet Submission
- Produce the P60's
- Complete the Year End
- Distribute the P60'S

Employee Record - Ref: 5 - Mr Derek Bradley

Personal Employment Absence Cars/Fuel Banking Analysis History Terms Documents

Reference: [Dropdown]

Title: Mr Inits: D Sex: Male

Surname: Bradley Marital Status: Married

Forenames: Derek Previous Surname: [Text]

Address: 59 Monkton Gardens Bedlington Northumberland Date of Birth: 26/09/1933

Post Code: NE12 9JP Age: 75

Telephone: 0191 848 4848 Disabled:

Mobile: [Text] Nationality: [Text]

E-Mail: d.bradley@bradley.co.uk Ethnic Origin: [Text]

Emergency Contacts Personal Cars

Important Information on Exams

Exams last 60 minutes and are open-book.

You are welcome to complete the exam after the Public Schedule course has finished at 16:30 (on Day 2 of the courses)

Please note that the 1 & 2 Day Sage courses that Mullan Training delivers are designed to equip delegates with a practical, working knowledge of the software and a confidence to use the application. We cannot guarantee that every question that the Sage exam presents will be covered during the course.



Mullan Training
1st Floor, Blackstaff Studios, 8–10 Amelia Street
Blackstaff Square, Belfast BT2 7GS
Tel: 028 9032 2228 Fax: 028 9032 2229
info@mullantraining.com www.mullantraining.com