

Course Outline

Sage Payroll

Advanced– Day 2

This course is designed for those who have completed Day 1 of the training course, who are using the software or those who want to update to the latest version.

It is expected that trainees are familiar with the use of MS Windows.

Course Topics

- An overview of Day 1
- Different payrolls
 - different company
 - different pay periods
- Statutory Sick Pay
- Statutory Maternity Pay
- Entering P45 details
- K codes
- Using criteria
- Processing leavers before the end of the pay period
- Period end routines
- Payroll Year End
- Global updates
- Roll back
- Security
- BACS reports linking to Bank payroll schemes
- e-banking
- On line returns – registering and submission

See also our outlines for Sage Payroll Introduction, Sage Line 50 Introductory, Intermediate and Advanced Courses, and Sage Instant Accounts.