

Course Outline

Sage Payroll

Introductory – Day 1

This course is designed for those who have never used the software or are used to a manual payroll.

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

Course Outline

- **An Overview of the Software**
- **Setting up the Payroll**
 - Company Details
 - Employee Records
- **Running the Payroll**
 - Updating employee details
 - Adding new starters
 - Checking processing date
 - Clearing previous period information if appropriate
 - Entering payments
 - Time sheet entry
- Printing pre-update reports
- Checking information before printing payslips
- Payslips
- BACKUP
- Updating payroll
- Processing Nominal link to accounts – if activated
- Processing leavers

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