



## ACCOUNTS: SAGE INSTANT PAYROLL v11

**Study Level:** Combined Level 1 (Beginner) and Level 2 (Intermediate) course

**Study Method:** Workbook

**Module Length:** 20-25 hours self-study with tutor support

**Module Price:** £300 + VAT

### Course Contents:

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| <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Program basics</b> <ul style="list-style-type: none"> <li>• starting Sage Payroll</li> <li>• the main program window &amp; the help function</li> <li>• exit the program</li> </ul> </li> <li><input type="checkbox"/> <b>Back up and restore data</b> <ul style="list-style-type: none"> <li>• restore data</li> <li>• backup first time and subsequent backups</li> </ul> </li> <li><input type="checkbox"/> <b>Payroll Basics</b> <ul style="list-style-type: none"> <li>• payroll elements</li> <li>• period end</li> <li>• reports</li> <li>• accounting links</li> <li>• online filing Inland Revenue</li> </ul> </li> <li><input type="checkbox"/> <b>Employer Details</b> <ul style="list-style-type: none"> <li>• employer details</li> <li>• bank details</li> <li>• departments</li> </ul> </li> <li><input type="checkbox"/> <b>Government legislation</b> <ul style="list-style-type: none"> <li>• legislation screen</li> <li>• tax and NI bands</li> <li>• SSP/SMP/SAP/SPP</li> <li>• student loans</li> </ul> </li> <li><input type="checkbox"/> <b>Pension schemes</b> <ul style="list-style-type: none"> <li>• set up, edit, delete schemes</li> </ul> </li> <li><input type="checkbox"/> <b>Adding employees</b> <ul style="list-style-type: none"> <li>• existing employees</li> <li>• new employees</li> <li>• deleting employees</li> </ul> </li> <li><input type="checkbox"/> <b>Employee Details</b> <ul style="list-style-type: none"> <li>• select employee</li> <li>• edit details</li> <li>personal/payment/deduction/absence</li> </ul> </li> <li><input type="checkbox"/> <b>Default Pay Rates</b></li> <li><input type="checkbox"/> <b>The Pay date</b></li> <li><input type="checkbox"/> <b>Entering Payments</b> <ul style="list-style-type: none"> <li>• maintain pay details</li> <li>• payment types/statutory payments/tax credits/pension</li> </ul> </li> <li><input type="checkbox"/> <b>Printing Payroll Reports</b> <ul style="list-style-type: none"> <li>• reports and payslips</li> </ul> </li> <li><input type="checkbox"/> <b>Finishing The Payroll</b></li> <li><input type="checkbox"/> <b>New Payment Types</b></li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Recording Holidays</b> <ul style="list-style-type: none"> <li>• employer diary</li> <li>• employee entitlement</li> <li>• absence reports</li> </ul> </li> <li><input type="checkbox"/> <b>SSP</b> <ul style="list-style-type: none"> <li>• definition and rates</li> <li>• working patterns and sickness recording</li> <li>• SSP calculation and reports</li> <li>• reclaiming SSP from the Revenue</li> </ul> </li> <li><input type="checkbox"/> <b>SMP &amp; Other Statutory Payments</b> <ul style="list-style-type: none"> <li>• SMP, SAP, SPP</li> <li>• reclaiming statutory payments</li> </ul> </li> <li><input type="checkbox"/> <b>Month End Processing</b> <ul style="list-style-type: none"> <li>• required tasks</li> <li>• check and edit payments</li> <li>• reports and payslips</li> </ul> </li> <li><input type="checkbox"/> <b>Week End Processing</b> <ul style="list-style-type: none"> <li>• required tasks</li> <li>• check and edit payments</li> <li>• reports and payslips</li> </ul> </li> <li><input type="checkbox"/> <b>Pay Advances</b></li> <li><input type="checkbox"/> <b>Payments by BACS</b> <ul style="list-style-type: none"> <li>• employee bank details</li> <li>• BACS reports</li> </ul> </li> <li><input type="checkbox"/> <b>Student Loans</b> <ul style="list-style-type: none"> <li>• set up employees</li> <li>• deduct/record/stop repayments</li> </ul> </li> <li><input type="checkbox"/> <b>Working Tax Credit</b> <ul style="list-style-type: none"> <li>• definition</li> <li>• start and stop tax credit payments</li> <li>• leaver processing</li> </ul> </li> <li><input type="checkbox"/> <b>Leavers</b></li> <li><input type="checkbox"/> <b>Link to Accounts</b></li> <li><input type="checkbox"/> <b>Security</b></li> <li><input type="checkbox"/> <b>More Reports</b> <ul style="list-style-type: none"> <li>• employee and employer reports</li> <li>• legislation reports</li> <li>• historical data</li> </ul> </li> <li><input type="checkbox"/> <b>Year End Procedures</b> <ul style="list-style-type: none"> <li>• pre year end tasks</li> <li>• year end processing</li> <li>• post year end tasks</li> </ul> </li> </ul> |
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More Information? Call 01908 261204 or email [info@bestmk.co.uk](mailto:info@bestmk.co.uk) quoting ref SagePayroll