

## Course Outline

# Sage Payroll v10

- Designed for:** Those who wish to learn how to use a computerised payroll programme
- Prerequisites:** Experience of using Windows and Manual PAYE
- Objectives:** To learn the Sage Payroll v10 program in order to run a computerised payroll

## Course Content

- Lesson One – Including: Restoring data files, changing the processing date, displaying employee information, setting up company and bank details, setting up pension scheme details, setting up payment and deduction types, using Web Links. backing up data files
- Lesson Two – Including: Setting up a new employee record using a wizard, setting up a record for a new employee repaying a student loan, amending an employee record, adding a photo to an employee record, entering a new car record, maintaining car records, setting up pension Information
- Lesson Three – Including: Updating payroll data which has already been entered, changing the process date, entering payments, including holiday payments and deductions
- Lesson Four – Including: Printing out analysis reports, printing out payslips, processing Week 4 payments, processing the Month 1 Payroll, adding annual bonus payments, printing out reports and BACS information, printing out monthly information for payment to the Inland Revenue
- Lesson Five – Including: Entering car mileage claims, assigning new employees to a company holiday scheme, applying global changes, commonly used abbreviations in relation to Statutory Sick Pay, commonly used abbreviations in relation to Statutory Maternity Pay, setting up SSP details, setting up SMP details, setting up Tax Credit details, running Week 5 Payroll
- Lesson Six – Including: Printing summaries and update Week 5 payroll, entering a new starter with a P46, processing a leaver, entering SMP information, entering details of an Attachment of Earnings, running the payroll for Weeks 6, 7 and 8
- Lesson Seven – Including: Adding a new employee with previous employment details, processing Payroll for Month 2, checking PAYE, Tax and NI figures

## Benefits

- Learn how to use this popular payroll 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

**Course duration:** 16 hours

**What next:** Sage Line 50 Accounts