Sage 50 Payroll Stage 1

Self Study Course
3 Workbooks

What do I learn?

This course enables you to get setup and running with Sage 50 Payroll. You will process the payroll and view the calculation of tax and national insurance. You will also produce reports and payslips, deal with starters and leavers, pensions, loans and holidays.

By the end of this course you will:

- Understand the installation procedure for Sage 50 Payroll and navigate around your software
- Know how to setup payroll users, assign access rights and change passwords
- Understand where to check the legislation settings, how to set up your company information and create payment and deduction types for your employees
- Learn how to create employee and personnel records, how to use global changes and enter the employee year to date values
- Become familiar with how to process your weekly or monthly payroll, understand the calculations behind the scenes and use tools such as reset payments and time sheet entry
- Learn how to deal with starters and leavers
- Make best use of the housekeeping routines, such as backup, rollback and restore
- Learn how to perform a pay review and view variance reports
- Know how to advance holiday pay, how to apply holidays and absences and operate holiday funds
- Understand how to setup and process pension schemes and company loans
- Become proficient to sit your Sage 50 Payroll Level 1 Certification exam with confidence

What's next?

Build on your existing knowledge of Sage 50 Payroll by learning the Stage 2 Self study course and Sage Certification.

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Sage 50 Payroll Stage 2

Self Study Course
3 Workbooks

What do I learn?

This course broadens your experience of Sage 50 Payroll. You will concentrate on statutory elements that you will need to deal with in your business, learn how to process the payroll year end and import and export your payroll data.

By the end of this course you will:

- Learn how to link your data in Sage 50 Payroll with your version of Sage Accounts
- Understand how to export payroll data to files, how to import data into Sage 50 Payroll, how to integrate your data with Microsoft® applications and how to use payroll reminders
- Become confident with the setup and processing of attachments of earnings orders and student loan deductions
- Understand how to deal with and process statutory sick pay, statutory maternity pay, statutory paternity pay and statutory adoption pay
- Know how to process the payroll month end, the payroll year end, e-Submissions and how to use e-Banking
- Become familiar with processing into the new tax year, dealing with historical data, the audit trail and HMRC inspection reports
- Become proficient to sit your Sage 50 Payroll Level 2 Certification exam with confidence

This course includes:

- 180-day version of Sage 50 Accounts
- Practice data to enrich the learning experience
- Three workbooks with free online tests throughout
- Sage Certification Test

What's next?

Maximise on your experience of Sage 50 Payroll by attending a classroom course on the Sage 50 Payroll Report Design.

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