

QUICKBOOKS PAYROLL



Computer Smart TRAINING CENTRE

This one day course will provide you with the skills and knowledge acquired in using QuickBooks Plus 2009/10 to be able to prepare the payroll of a small business. Suitable for the small business owner / bookkeeper/ payroll officer or to enhance your job skills and career prospects, you will find this instructor led course very practical and hands on. Plenty of time is allowed for practice and revision to be sure you leave with skills you can use immediately.

Pre-Requisites:

- As a minimum, students must have some Windows experience and good mouse skills. It would be beneficial to have a general understanding of bookkeeping concepts.

Learning Outcomes:

- At the completion of this course, you should be able to set up the payroll preferences for a company, set up all employees, conduct a pay run, access payroll information, complete payroll end of month processes, complete payroll end of year processes and implement salary sacrifice processes.

Setting Up Payroll:

- Payroll and Accounting
- Opening the Data File
- Checking Payroll Preferences
- QuickBooks Preferences
- Payroll Checklist
- Setting Up Basic Payroll Information
- Payroll Details for Hourly Employees
- The Case Study Pay Periods
- Setting Up YTD Amounts
- Verifying YTD Amounts
- Setting Up Leave Balances
- Setting Accruals By Hours Worked
- Setting Employee Banking Details & Splitting Electronic Payments
- Setting Up Leave Accruals
- Reviewing Payroll Items
- Editing Payroll Items
- Creating A Deduction
- Creating An Addition or Allowance
- Creating Another Super Contribution
- Adding Payroll Accounts
- Checking Your Payroll Accounts
- Linking Payroll Items and Accounts

Conducting A Pay Run:

- The Pay Run Process
- Setting Up Bank Details for Electronic Payments
- Creating Payroll Schedules
- Processing a Scheduled Payroll
- Printing Pay Cheques
- Paying Salaried Employees

Setting Up Employees:

- Setting Employee Information & Defaults
- Setting Default Super Fund
- Creating An Employee
- Payroll Details for Salaried Employees
- Setting Employee Tax Details
- Changing Super Fund Details
- Creating Salaried Employees
- Preparing An Online Banking File (ABA)
- Printing Pay Slips
- Running A Payroll Summary Report
- Leave for Hourly Employees
- Leave for Salaried Employees
- Running The Leave Liability Report

Payroll Information:

- Reviewing Employee Pays
- Reviewing Specific Payroll Items
- Using Find In Transactions
- Running Payroll Reports
- Applying A Discount
- Exceeding Credit Limits

Payroll End Of Month:

- Using The Payroll Liability Balances Report
- Creating & Printing The Liability Cheques
- Producing A Superannuation Report
- The Instalment Activity Statement
- Linking Accounts On The IAS
- Creating The Tax Liability Cheque

Payroll End Of Year:

- Reviewing Payment Summaries
- Printing Payment Summaries
- Creating the EMPDUPE File

Salary Sacrifice:

- Creating Salary Sacrifice Liability Account
- Salary Sacrifice Options
- Creating Salary Sacrifice Payroll Item
- Assigning Salary Sacrifice To An Employee
- Processing A Pay With Salary Sacrifice
- Standard Pay Versus Salary Sacrifice
- Reporting Salary Sacrifice Details