



computer training options

QuickBooks - Payroll

Introduction:

The skills and knowledge acquired in this course are sufficient to be able to process a small company payroll that involves both permanent and casual staff.

Learning Outcomes:

At the completion of this courseware participants will be able to:

- set up payroll
- set up employees
- conduct a pay run
- access payroll information
- complete payroll end of month processes
- complete payroll end of year processes
- implement salary sacrifice processes

Course Content:

- Setting Up Payroll
- Setting Up Employees
- Conducting A Pay Run
- Payroll Information
- Payroll End of Month
- Payroll End Of Year
- Salary Sacrifice

Target Audience:

This course is designed for users of QuickBooks who are keen to use the payroll facility in QuickBooks.

Duration:

1 Day

Courseware:

High quality learning materials are available for purchase by participants. Participants will also be presented with a certificate of achievement upon completion of the course.

Computer Training Options

Sydney • Melbourne • Brisbane • Gold Coast • Canberra • Adelaide • Perth • Darwin • Hobart
Ph: 1300 667 660 Email: training@cto.com.au Web: www.cto.com.au



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QuickBooks - Payroll

Setting Up Payroll

Payroll And Accounting
Opening The Data File
Checking Payroll Preferences
Setting Up Basic Payroll Information
Setting Up Leave Accruals
Reviewing Payroll Items
Editing Payroll Items
Creating A Deduction
Creating An Addition or Allowance
Creating An Employer Contribution
Adding Payroll accounts
Linking Payroll Items And Accounts

Setting Up Employees

Employee Information
Setting Employee Defaults
Creating An Employee
Payroll Details For Salaried Employees
Changing Tax Details
Changing Super And Position Details
Creating Salaried Employees
Payroll Details For Hourly Employees
The Case Study Pay Periods
Setting Up YTD Amounts
Setting Up YTD Amounts

Verifying YTD Amounts
Setting Up Leave Balances
Setting Accruals By Hours Worked
Setting Employee Banking Details
Splitting Electronic Payments

Conducting A Pay Run

The Pay Run Process
Setting Up Bank Details For Electronic Payments
Checking The Tax Tables
Paying Salaried Employees
Preparing An Online Banking File (ABA)
Paying Hourly Employees
Printing Pay Cheques
Printing Pay Slips
Running A Payroll Summary Report
Leave For Salaried Employees
Leave For Hourly Employees
Running The Leave Liability Report

Payroll Information

Reviewing Employee Pays
Reviewing Specific Payroll Items
Using Find In Transactions
Running Payroll Reports

Payroll End of Month

Using The Payroll Liability Balances Report
Creating The Liability cheques
Printing The Liability Cheques
Creating The Tax Liability Cheque
Producing A Superannuation Report
The Instalment Activity Statement

Payroll End Of Year

Reviewing Payment Summaries
Printing Payment Summaries
Creating The EMPDUPE File

Salary Sacrifice

Creating Salary Sacrifice Accounts
Creating Salary Sacrifice Payroll Items
Assigning Salary Sacrifice Items To An Employee
Processing A Pay With Salary Sacrifice
Standard Pay Versus Salary Sacrifice
Reporting Salary Sacrifice Details
Paying Salary Sacrifice Liabilities

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