

Sage Micropay Professional Stage 1

Everything you need to start using Sage
Micropay Professional

Price €275 + VAT

What do I learn?

This course gives you a complete overview of the Sage Micropay Professional program. It covers Company and Employee setup along with many routines that are fundamental to running a problem free-payroll.

By the end of this course you will:

- ✓ Know how to record and set up company information such as Company Contact Details, VAT registration number, Company Defaults and setup a SEPA Company Bank Account
- ✓ Be able to set up Payments and Deductions, including BIK payments, Pension and PRSA deductions
- ✓ Learn how to set up employees with and without P45 information and create the necessary P45 Part 3 or P46 ROS files as appropriate
- ✓ Understand how to edit employee records and import TAX Allowances provided from Revenue by way of a ROS P2C file
- ✓ Understand day-to-day payroll processes, including saving timesheets, quick batch timesheet processing, setting up employees for email payslips and other various reports
- ✓ Be able to mark an employee as a leaver and create a P45 ROS file
- ✓ Know how to re-instate an employee who leaves and returns to the company within the current tax year
- ✓ Understand how to enable Micropay Professional for CSO reporting
- ✓ Learn how to backup and restore payroll data and also run retrospective payroll reports

Benefits to your Business

Get to grips with your Micropay Professional software will a full understanding of the basics so you can get started quickly and easily.

What's Next?

Learn more on the core operations essential to payroll processing on Sage Micropay Stage 2. You may also consider the Sage Annual Payroll Year End workshop.

How can I buy training?

To find out more about purchasing Sage
training call us today on
1890 88 20 40

Booking Terms & Conditions

Cancellation policy: Notification to the Training Department must be made in writing no later than 15 working days prior to the course commencement date; a cancellation fee of €50 per delegate will be levied. Where a course is cancelled within 15 working days the full course fee will be chargeable although substitute delegates would be welcome.

Rescheduling policy: Notification to the Training Department must be made in writing no later than 15 working days prior to the course commencement date otherwise a rescheduling fee of €25 per delegate will be levied. Rescheduled courses cannot be refunded. Terms & Conditions of Sales are available to view at <http://www.sage.ie/legal/conditions.asp>