



COURSE OUTLINE

Webinar: Finalising Payrun

Introductory

Overview:

The content will cover the processes required to Finalise a Payrun.

Who Should Attend:

Payroll Officers wanting to know the standard Finalise a Payrun and Reports available in SynergySoft.

Please Note : Due to time constraints this course will not cover the how to input timecards and payroll variations, it will however provide a complete overview of a Payroll run.

Course Outline:

Outline of Payroll Processing Steps

Review of Steps involved in Pre-Payroll Processing including

- Checking Employees Week Number
- Timecard Entry
- Timecard Report and Apply
- Timecard Batch Update
- Correcting Timecards
- Payroll Variations
- Create Weekly Workfile
- Prior to Payroll Reports

Finalise Full Pay Run

- How to run the Finalise Payrun
- What Reports are available
- Payroll Batch Update
- Payroll
- Creditor
- General Journal
- Cash Net Payments
- How to Reprint a Payrun

Direct Banking of Net Pays

- What System Settings control the transfer of Net Pays
- Bank Branch Code Maintenance
- Creating the Direct Banking File
- Recreating the Direct Banking File
- Reconciliation of Net Pays



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Course Name

Level

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Payslips

- What System Settings control the printing of Payslips
- Compiling the Payslip Data
- Custom Designed Payslips
- Sending Payslips
- Printed copies
- Via Email

Payroll Reversals and One-Off Payruns

- How to reverse a Pay
- How to Finalise a One-off Payruns
- Sequence of Processing Various Types of One-Off Payruns

Pre-requisite:

A basic understanding of the Payroll System.

To lodge your Booking or for further information please contact Ann Bull on (08) 9315 7009 or email training@itvision.com.au