

DF04 – Computerised Payroll

Sage Quick Pay (Sage QP) Payroll

- Company Setup
- Payments and Deduction Setup
- Employee Setup and Maintenance
- Payroll Processing and Reports
- Employees Leaving
- Payroll Year End Reports
- Data Security
- Data Back up and restore

Course is designed to provide candidates with the ability to use Sage QP computerised payroll system. Candidates will learn how to produce weekly, bi-weekly and monthly payroll payments for employees. Course also covers the production of P35,P45, and P60 information.

Candidate Profile:

Candidates should be computer literate with good English. Prior knowledge of manual or computerised payroll systems, while beneficial is not necessary.