

Working with Payroll

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Software Description

This course has been designed for users of QuickBooks Premier™, QuickBooks Pro®, and QuickBooks Plus.

Whenever the manual refers to QuickBooks Pro Software, this is referencing to all products, unless otherwise specified.







The use of a case study in this material is using fictional information.

Conventions used in this User Guide

The following conventions have been used:

- In exercises, where you are required to click, type or select something this is shown in **bold**. For example, the names or buttons or icons.
- Name of keyboard keys are displayed as **TAB**, **CTRL**, etc.

Symbols used in this User Guide

Symbol	Name	This symbol tells you...
	Activity Task	...to complete a task to practice the skills you have just learnt.
	Revision Task	...to complete a task to revise the content covered in the unit, and recap what you have learnt.
	Tip	...about helpful tips.
	Note	...to take note of an important message.
	Important	...to pay attention to an important notice.
	Skills Checklist	...to tick off a list of skills that you have learnt during the unit.

Objectives

This course is designed to introduce you to the Payroll functionality of QuickBooks software. In this course, you will learn how to set up, process and manage the payroll system.

Upon completion of this course you will be able to:

- * Set up payroll
 - Load tax tables
 - Link payroll accounts
 - Enter general payroll and bank information
- * Customise payroll categories
- * Enter employee payroll information
- * Process payslips
- * Pay employees electronically
- * Print pay advices
- * Superannuation reporting
- * Payroll reporting
- * Termination of employees
- * Process end of payroll year activities
- * Start a new payroll year

Delivery Method

The instructional method combines trainer-led demonstrations with hands-on student practice. You will work through a series of examples using a case study. Each unit contains Revision Tasks.

Duration

1 Day

Prerequisites

- * Windows™ experience
- * Completion of an Introductory to QuickBooks course, or

Competency in one or more of the following units:

BSBADM309A	FNSICACC305B
BSBADM310A	FNSICACC306B
FNSICACC301B	FNSICACC307B
FNSICACC302B	FNSICACC401B
FNSICACC303B	FNSACCT407B
FNSICACC304B	

Traineeship Compliance

This User Guide maps to the following Business Administration or Financial Services Unit BSBADM308A.

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