



## Payroll Training

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Company: \_\_\_\_\_ Signed: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

**Trainee to complete: Please tick**

1. [ ] **Preferences**  
Have the Preferences been correctly setup for payroll?
2. [ ] **PreLoad Values**  
Has the Company Payroll Information been set correctly?
3. [ ] **Payroll Accounts**  
Has the Payroll Accounts structure been explained thoroughly?
4. [ ] **Clearing Bank**  
Do you Understand why the Payroll Bank is used as clearing Bank Account Only?
5. [ ] **Expense Accounts**  
Do you understand why the expense accounts are set this way, in relation to Grouping?
6. [ ] **Liability Accounts**  
Why are the liability accounts separate from expense accounts?
7. [ ] **Chart of Accounts**  
How should these be grouped and under which header account?
8. [ ] **BAS Links**  
Which accounts should be selected in the Payroll section for the BAS?
9. [ ] **Tax Scales List**  
Do you know where in the Preferences tab you can upload the new Tax Scales?
10. [ ] **Awards**  
Do you understand the importance of the "Award" and how to set it up?
11. [ ] **Leave Setup**  
Do you know how to set up Leave Types?
12. [ ] **Adjusting Accurals**  
Do you know how to set up the accrual, both the Starting and the On-going
13. [ ] **Casual v Fixed**  
Why would you use "Hour" in the period column over "Pay"
14. [ ] **Load Employees**  
Have you opened an employee and auto loaded the award details etc?
15. [ ] **Opening Leave**

Do you know how to enter "opening balances" for the leave entitlements?

- 16.[ ] **Update Each Tab**  
Have you checked each tab and its details per employee?
- 17.[ ] **Banking Setup**  
Do you know how to add an employee's Bank details?
- 18.[ ] **Running a Pay**  
Do you know how to organise a Pay run?
- 19.[ ] **Pay Yes or No**  
Can you not include an employee in a pay run?
- 20.[ ] **Add Leave**  
Do you know how to process Annual Leave?
- 21.[ ] **Adding Allowances**  
Do you know how to pay an Allowance?
- 22.[ ] **Adding Deductions**  
Do you know how to pay a Deduction?
- 23.[ ] **Prepared**  
How does the prepared flag effect the Pay Summary screen?
- 24.[ ] **Extra Details**  
What is the quickest way to view the items that make up the wages amount?
- 25.[ ] **Pay Staff**  
Which screen do you run the actual pays from?
- 26.[ ] **Payslip Report**  
What are the two things you should do before running a pay?
- 27.[ ] **Pay History**  
Where do you view the pays that you have run?
- 28.[ ] **Deleting a Pay**  
How do you delete a pay?
- 29.[ ] **EFT Link**  
Do you know how to add a pay run to the Electronic Fund Transfer screen and view it?
- 30.[ ] **Group Certificates**  
Where do you produce your group certificates?
- 31.[ ] **Termination**  
Do you know how to Terminate a Employee from the Termination Wizard?

**Notes:**

**Are there any aspects in this area that more training would be useful?**

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