



TRAINING ACADEMY & ACCOUNTING EXCELLENCE CC
Sage Authorised Learning Partner Centre & Dealer

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Sage Business Cloud Payroll Professional Basic Training

Course Overview:

This course revolves around a checklist of all the steps required to complete a pay run. This course introduces you to the SBCPP system.

What's covered in the course:

- Accessing the SBCPP system using your Sage ID
- Apply the payroll processing checklist covering basic steps of a pay run
- Add new employees on the SBCPP system
- Complete functions on the employee pay slip
- Use time-saving utilities such as batches
- Reconcile input to ensure accurate payment
- Apply correct procedures for terminations
- Print pay slips and reports

Course Duration:

2 Full Consecutive Days (9h00 – 16h00)

Virtual Training:

R4,554.00

Assessment – Certification:

The assessment is online and has 33 questions.

A minimum result of 75% needs to be achieved for the assessment.

Assessment Fee:

Please request separately

Important: A stable internet connection is required to access the virtual training and assessment.