



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

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Wanda Nel – 082 320 8432

Email: wandanel@nbtraining.co.za

Website: www.nbtraining.co.za

Sage Classic & Premier (VIP) Basic Payroll Training

Course Overview:

The purpose of the Premier Payroll Basic training is to provide you with the necessary skills that will enable you to take a full ownership of the payroll function. You will be able to complete an entire pay run on the Sage VIP Premier system.

What's covered in the course:

- Apply the payroll processing checklist covering basic steps of a pay run
- Add new employees on the VIP 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:

R5,014.00

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.