

Managing Payroll Year End 08/09 - Sage Payroll (V.11 onwards)

Gain the essential knowledge and skills to successfully complete your payroll year end

Cost	1 Delegate	£125	Duration: 3 hours
	2 Delegates	£195	

- *Or book a TSG training passport for £475 which gives you 5 delegate places on any TSG Training workshop within 6 months of purchase, for just £95 per delegate place.*

Who is it for

This course is suitable for Sage Payroll V.11 users who are directly involved in processing the payroll year end

What is it about

The course has been designed to provide you with all the information you will need to help your payroll year end go smoothly, and will address many of the key issues that affect businesses similar to yours

The course will take delegates through the year end process, installing the payroll year end software, running a year end using our demonstration date, as well as stepping through the MRC on-line submissions process. By doing this we will address any problems you could encounter before your own critical year end payroll run.

Course Overview

The course will be structured as below, with a user guide covering all the contents and exercises used in the workshop given to each delegate to take away.

- Background to Payroll year end
- Legislation changes for 2009
- Managing your payroll software upgrade
- Preparation for year end
- Year end reporting and reconciliation
- Generating P60s and P35s
- HMRC on line submission processes
- Preparing for FY09 payroll processing

Course Materials

A comprehensive workbook to use as reference after the event

What do I get out of it

By the end of this session you will be able to:

- Carry out the Payroll Year End procedure, ensuring all appropriate checks are carried out
- Identify and correct any errors prior to Payroll Year End processing
- Understand the different statutory forms and when they need to be submitted
- Understand the process for electronic submission of P14 and P35 forms
- Get ready for processing payroll in the new tax year