Quickbooks Training - Payroll   Course contents

GAIN CONFIDENCE IN WORKING WITH QUICKBOOKS!

The following topics are covered in the Quickbooks Payroll course:-

Payroll Training Course Schedule

Background to PAYE System
Tax Codes, NI, RTI

Quickbooks Online, Simple and Advanced Payroll
Difference between two systems.

Desktop Payroll discontinued from April 2020, Online Pay suite Payroll discontinued from April 2020

Set up Payroll and Set up RTI

New Starters

Changing Tax Codes

Paying Employees

Bonus /Commission payments

Payroll deductions, Advances, Loans

RTI Submissions FPS and EPS

Leavers and P45s

Student Loan Deductions

Sick/ Holiday pay

SSP, SMP

Pension Deductions – Auto Enrolment

Payroll Reports

End of Year Returns P60s , End of Year submission

Employee Portal Settings, Leave Requests (Advanced only)

Pension Sync (Advanced only)

Quickbooks help and Support

Not covered in detail on this course:
Kiosk Management, Time & Attendance, Rostering , CIS, National Minimum Wage

Quickbooks Payroll
Information Needed

Set Up

Company Name , Address, Phone number, Email, Number of Employees, Amount of NI Paid (Total Employees and Employers) in Last Tax Year
HMRC User Name and Password
PAYE Reference, Account Collection Reference
Pension Scheme, full details.

Employees
Name, Address, Sex, Date of Birth, NI Number, Starting Declaration, NI Category, Tax Code, P45 if joined during year, Student Loan details, Normal working hours
Rates of Pay, Annual or Hourly, Regular additional payments e.g Car Allowances, Commission, Bonus etc