

SimplyTraining

Payroll Year End Advance Course

15 Course Hours

24/7 Online Access

Course Fee: \$200 + Tax

Course Description:

This course provides the next level of knowledge required of a Bookkeeper to complete a business Payroll year-end. You will learn how to balance payroll and process year end T4 Slips and Summary. You will experience a greater understanding of Payroll in Sage 50 Accounting and how the automation flows seamlessly from Paycheques to Pay Remittances to T4 Slips and T4 Summary. There are other Payroll related items, such as Workers Compensation and Payroll Audits covered in this course.

This course utilizes the Sage 50 Accounting 2020 Program (Premium, Quantum or Accountants) and hands-on exercises to experience the course content. Note: this course does not offer video tutorials.

If you have questions or need help during the course, please contact or email your instructor.

With each completed Bronze Bookkeeping Course, you receive complementary 30 minutes of support for real-world questions and or mentoring. We are here to help you succeed!

Course Topics:

- ✓ Payroll system Review
- ✓ Paycheques Review
- ✓ Managing Vacation Pay
- ✓ Vacation Pay adjustments and reconciliations
- ✓ Pay Remittances
- ✓ Payroll Year End preparation
- ✓ Payroll Reports
- ✓ T4 Slips and T4 Summary
- ✓ Workers Compensation
- ✓ Payroll Year End Discrepancies
- ✓ Payroll Audits

Course Includes:

- Course Outline and the Getting Stated Guide
- Assigned instructor for questions and course support
- Hands-on exercises and resources links
- 3 months course access, anytime from anywhere
- Upon completed course, 30 minutes support and or mentoring

Course Information:

What are the prerequisites?

This course is open to students who have applied and have been accepted into the Bronze Level Bookkeeping Courses.

When can I get started?

You can begin this course anytime your schedule permits. Register for the course when you are ready to get started.

How does this courses work?

Once registered, you will receive a welcome email from your instructor with your login to access the course students page. On the course page, lessons are laid out in an easy step-by-step format, with a Getting Started Guide, materials, exercises and resources.

Where can I access the course from?

This course is online and has access 24/7 from anywhere using a computer.

How long does the course take?

You have three-months access to the course and an expiry date assigned at registration. The course hours are approximately 15 hours.

Who's the Instructor?

Sue du Puy shares 30+ years of business, accounting and bookkeeping experience with you. She has consulted and trained hundreds of Bookkeepers, Accountants and Business Owners across Canada and beyond. Sue cares about her students and is committed to ensure her students learn skills and prepares them in moving their career to the next level.

How do I contact the instructor for questions or if I need help?

Your instructor is there to help you succeed and is in communication with you thought-out the course. Students submit their exercises and the instructor reviews the exercises and reports and provides feedback. If you need help and have questions, you can contact your instructor by email or phone.

Do I Receive a Certificate?

A Bronze Bookkeeping certificate is issued to students who have successfully complete all the Bronze Bookkeeping Courses. A certificate will not be issued after completing each course.

Do you provide Verifiable hours for CPD (Continuing Professional Development) credits?

Yes, we provide students with a letter upon request.

How Do I Register?

Select the Register button beside the course and proceed to the registration page. We accept payment with Visa, MasterCard, PayPal, and e-Transfer. We do not accept American Express.

Registration information and payments are secure, we do not share or sell your information to anyone. If you prefer to register over the phone, please call the office (855) 422-5861.