



Payroll





Payroll

Get yourself onto an effortless path to becoming a payroll expert with our exclusive Payroll Bundle.

This comprehensive Payroll bundle is professionally designed to offer you extensive payroll knowledge and valuable training on payroll and accounting. Our Payroll Bundle is crafted by renowned payroll professionals who are extremely competent in this Payroll sector. The Payroll bundle will help you attain a comprehensive understanding of Xero, Sage 50 Payroll, payroll and accounting skills, covering all the Payroll fundamentals and beyond. Focusing on practical and theoretical payroll learning, this Payroll Bundle just covers all.

Get ready to leverage your expertise by conquering all the Payroll management challenges and escalate your career graph with the help of this Payroll bundle. Enrol in the all-inclusive Payroll Bundle, and experience relentless development of in-demand payroll knowledge, skills and strategies within you!

CPD accredited Payroll Bundle is the most comprehensive bundle on payroll management now available online, offered by Skill up to upskill you with core to advanced Payroll insights and escalate you as a peerless payroll management expert.

Being loaded with up-to-date payroll knowledge, this self-paced Payroll Bundle by Skill Up is truly ideal for all aspiring payroll professionals. Let your eLearning experience meet the utmost satisfying level by enrolling in our premium Payroll Bundle now!

Learning Outcomes of this Payroll Bundle:

- Gain an in-depth understanding of the foundations of bookkeeping and QuickBooks
- Get to know extensively about Xero, Payroll & Accounting
- Learn about different types of ledgers with payroll
- Become utterly skilful in the Sage 50 payroll functionalities
- Gain an understanding of payroll management
- Learn how to evaluate financial forecasts in payroll
- Upskill yourself in corporate finance regulations in payroll
- Gain excellence in quick SSP concerning Xero and payroll

- Identify steps to recognize financial errors in payroll & financial statements

Payroll Bundle Specialities

- 90 hours of instant video lectures and downloadable payroll resources.
- Affordable premium-quality Payroll eLearning content, you can learn at your own pace.
- You will receive 7 completion certificates upon completing the Payroll Bundle.
- An internationally accepted certificate on Payroll management would boost up your resume.
- You will learn the researched and proven approach of payroll adopted by renowned payroll experts.

Assessment

After completing all the modules of the Payroll Bundle, your learning will be assessed by an automated multiple-choice based exam. You may choose to participate in a Mock Exam before attending the Payroll completion Final Exam with absolutely no extra cost.

Certificate

This Payroll Bundle comes with PDF Certificates, PDF Transcripts & a Student ID Card, making the Payroll bundle the perfect value for money. You can also claim a Hard Copy certificate for only £10.99.


This Payroll Bundle Consists of the Following Courses:

- Course 1: Sage 50 Payroll
- Course 2: HR and Payroll Manager Training
- Course 3: Online Bookkeeping and Quickbooks Course
- Course 4: Corporate Finance: Coping with Financial Downturn
- Course 5: Xero Advance Bookkeeping 2021
- Course 6: Xero Accounting Diploma
- Course 7: HR Management – Level 3 Training

Curriculum Breakdown of the Premium Courses:

> Sage 50 Payroll

Module 1: Payroll Basics

Module 2: Company Settings

Module 3: Legislation Settings

Module 4: Pension Scheme Basics

Module 5: Pay Elements

Module 6: The Processing Date

Module 7: Adding Existing Employees

Module 8: Adding New Employees

Module 9: Payroll Processing Basics

Module 10: Entering Payments

Module 11: Pre-Update Reports

Module 12: Updating Records

Module 13: e-Submissions Basics

Module 14: Process Payroll (November)

Module 15: Employee Records and Reports

Module 16: Editing Employee Records

Module 17: Process Payroll (December)

Module 18: Resetting Payments

Module 19: Quick SSP

Module 20: An Employee Leaves
Module 21: Final Payroll Run
Module 22: Reports and Historical Data
Module 23: Year-End Procedures

➤ **HR and Payroll Manager Training**

Module 01: Human Resource Management
Module 02: HR Planning, Recruitment and Selection
Module 03: Induction, Training and Development
Module 04: HR Department's Responsibilities
Module 05: The UK Recruitment Legislations Guide
Module 06: Organizational Culture
Module 07: Motivation, Counseling, Resignations and Retirement
Module 08: Performance Appraisal & Remuneration Policy
Module 09: Records and Statistics
Module 10: Industrial Relations
Module 11: The UK Recruitment Industry Statistics
Module 12: Introduction to Payroll Management
Module 13: The UK Payroll System
Module 14: Brightpay
Module 15: Paye, Tax, NI
Conclusion and Next Steps

➤ **Online Bookkeeping and Quickbooks Course**


Getting prepared - access the software and course materials

Getting started

- Starting A New Company File

Setting up the system

- set up nominal accounts
- Enter opening balances
- Reverse opening balances – accruals and prepayments

- 
- report journal

Nominal ledger

- amend the nominal ledger
- Report listing the nominal ledgers

Customers

- Enter customers
- Report on customer contact information

Suppliers

- enter suppliers
- supplier contact list

Sales ledger

- Enter invoices
- Invoice entering Quickbooks Online Bookkeeping Diploma
- Invoice batch
- Post Sales Credit Notes
- Report showing Customer Activity
- Aged Debtors

Purchases ledger

- Post Supplier Invoices
- Entering a batch of supplier bills
- Credit Notes Suppliers
- Reclassify supplier bills – flash bulbs purchased
- Supplier Account Activity Report

Sundry payments

- Post Cheques
- Report showing supplier payments

Sundry receipts

- Receipts from customers
- Report showing customer receipts



Petty cash

- Post Petty Cash Transactions and Report
- Post cash payments to ledgers
- Enter petty cash items
- Report on Petty Cash Payments Proper
- Post Sundry Payments
- Report Bank Payments

VAT - Value Added Tax

- VAT Return

Bank reconciliation

- Reconcile The Bank
- Provide A Report Showing Any Unreconciled Transaction

Payroll / Wages

- Post the Wages Journal
- Posting Journal adjustments

Reports

- Month end adjustments
- Month end reports

Tasks

- Task- Creating the accounts
- Task – Customer report

Additional Resources

- Course Paper
- Further Reading – QuickBooks Online 2014 The Handbook

➤ Corporate Finance: Coping with Financial Downturn

- Module 1 – Introduction to Corporate Finance
- Module 2 – Long Term Financial Planning and Growth
- Module 3 – Analysis of the Financial Statement
- Module 4 – Capital Budgeting
- Module 5 – Financial Risk-Return Tradeoff

- Module 6 – Profitability During Financial Downturn
- Module 7 – Managing Profitability in Financial Downturn
- Module 8 – Corporate Finance Regulations
- Module 9 – Career Path in Corporate Finance

➤ **Xero Advance Bookkeeping 2021**

Module 1: Getting Started

- Setting up Xero
- How to activate Bank Feed on Xero – Task 5 a
- Intro to your tutor and Xero course

Module 2: Setting up of the System

- Virtual Tour of Xero
- Add Busi bank and cash accounts
- Chart of Accounts and conversion balances

Module 3: Customers and Suppliers

- **Customer and Supplier**
- **Create a Project**
- **Supplier Invoices, Credit Notes, Purchas orders**
- **Customer Invoices, Credit Notes, Quotes**

Module 4: Fixed Assets

- Fixed Assets
- Inventory

Module 5: Bank Payments and Receipts

- Bank Feed
- Bank Payment and Receipts
- Internal Bank Transfer
- Repeating Bill
- Cash Coding

Module 6: Petty Cash

Module 7: Bank Reconciliation

Module 8: Business Credit Card Account

Module 9: Aged Reports

Module 10: Payroll and Journals

-
- Module 11: Vat Return**
 - Module 12: CIS Return**
 - Module 13: Accrual and Prepayment**
 - Module 14: Accrued Income and Deferred Income**
 - Module 15: Depreciation Journal**
 - Module 16: Management Reports**
 - Module 17: Preparation of Budget**
 - Module 18: Preparing Cash Flow**
 - Module 19: Payment Services on Xero**
 - Module 20: Bank Rules**
 - Module 21: Multicurrency on Xero**
 - Module 22: App Marketplace**
 - Module 23: Introduction of Resources available during Covid-19**
 - Module 24: Correction of Error**

➤ **Xero Accounting Diploma**

Getting Prepared - Access the software and course materials

- Introduction To The Course And Your Tutor
- Activating Your Free Trial With Xero
- Course Paper

Getting started

- Signing Up For The Free Trial
- Instruction of Updated Xero Accounting Software
- Create The Organisation
- The Fictitious Scenario

Setting up the system

- Add Bank Accounts To The System
- Enter Opening Balances
- Opening Trial Balance

Nominal ledger

- Amend The Nominal Ledger
- Chart Of Accounts Report

Customers & Suppliers

- Enter customers

- 
- Entering suppliers
 - Reporting Customer And Supplier Information

Sales ledger

- Enter Invoices
- Invoicing tips – adding logo, repeat billing
- Entering Invoices 6574 to 6610
- Post Credit Notes
- Report Showing Customer Activity
- Aged Debtors

Suppliers

- Post supplier invoices
- Enter suppliers invoices 6028 onwards
- Enter More Supplier Invoices No 4308 Onwards
- Credit Notes Suppliers
- Supplier Activity Report
- Aged Creditors Info

Purchases ledger

- Receipts from Customers
- Apply Customer Credit Notes

Sundry payments

- Post Supplier Cheques
- Apply Supplier Credit Notes
- Print List Of Bank Receipts And Payments

Sundry payments

- Post Sundry Payments
- Make a credit card payment

Petty Cash

- Add Petty Cash Transactions – Week 1
- Add Petty Cash Transactions – Week 2
- Add Petty Cash Transactions – Week 3
- Add Petty Cash Transactions – Week 4
- Imprest System on Petty Cash
- Print a Copy of Petty Cash Receipts and Payments

Bad Debt

- Writing Off A Bad Debt – Print Customer Statement
- Write Off A Bad Debt

Credit Card

- Bank Reconciliation
- Bank Statement As A CSV File
- Bank Statement Closing Balances
- Reconcile The Petty Cash

Payroll / Wages

- Wages And Salaries
- Post the Wages Journal
- Report Wages Journal
- Payday
- Pay The Two Staff

VAT - Value Added Tax

- Depreciation
- VAT Return

Reports

- Month End Reports PnL, BS, TB

Payroll unit

- Using Payroll
- Setting Up Employees
- Running Payroll – An Example

Conclude

- Recap And Next Steps
- What happens next

➤ HR Management - Level 3 Training

Section 1: Introduction

- Unit 1: Welcome to the Course
- Unit 2: Course Highlights
- Unit 3: Quick Activity



Section 2: Core Concepts

- Unit 1: What does Talent Management Mean
- Unit 2: Steps for Talent Management Process
- Unit 3: Meaning of Talent Acquisition
- Unit 4: 4 Tips to Hire the Best Employees
- Unit 5: Training & Developing Employees + Quick Tips
- Unit 6: Why Companies Spend Million Dollars in Training & Development
- Unit 7: Why Employee Retention is Important for a Company
- Unit 8: Employee Retention Techniques

Section 3: Best Employee Retention Strategies That Actually Work

- Unit 1: Why These Strategies Are So Useful
- Unit 2: 1st Retention Strategy
- Unit 3: 2nd Retention Strategy
- Unit 4: Quick Activity – Here's How to Use It

Section 4: Employee Benefits & Retention Strategies Used by World's Top Companies

- Unit 1: Section Introduction
- Unit 2: How Google Takes Care of its Employees
- Unit 3: How Microsoft Retains it's Employees
- Unit 4: Key Takeaway

Section 5: Practical Tips to Retain Employees in Your Organisation

- Unit 1: Offer Quick Incentives
- Unit 2: Show Career Growth
- Unit 3: Praising & Rewarding
- Unit 4: Make it Convenient
- Unit 5: Sponsor Education

Section 6: Bonus Section: Building a Strong Relation with Employees

- Unit 1: 3 Words to Retain Your Best Employees

Section 7: Conclusion

