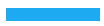




Payroll





Payroll

Train yourself to be a part of the booming accounting industry and put a step forward to thrive with this beneficial Payroll Bundle! Adding this constructive Payroll courses to your skillset will distinguish you from your competitors, so invest your attention and energy into becoming a proficient Payroll expert one amid others.

The payroll bundle is crafted by our professionals who are extremely competent in this sector. Their guidance will help you to skyrocket your career development. You will attain a greater understanding of Payroll skills, Forex Trading, procurement management and business analysis, and also briefing yourself about stock market investment etc., covering the Payroll fundamentals and beyond. Courses are carefully planned and continually revised by our experienced professionals, who formulated the topics specifically to ensure that you go through each topic step-by-step. Focusing on practical and theoretical learning, this Payroll bundle promises to give you the competitive edge over your peers.

Get ready to leverage your expertise into one of the premium courses of payroll and escalate your career graph.

CPD accredited Payroll Bundle is the most comprehensive bundle on Payroll now available online, offered by Skill up to upskill you with core to advanced payroll ideas for your utmost level proficiency in implying the newly gained knowledge efficiently wherever needed and escalate yourself as a peerless potential in the payroll promising industry.

Sign up for the all-inclusive Payroll Bundle, and experience relentless development of in-demand knowledge, skills and strategies within you!



Learning Outcomes of this Payroll Bundle:

- Gain in-depth understanding about foundations of bookkeeping and QuickBooks.
- Get to know extensively about Xero Accounting.
- Learn about Procurement Management and Business Analysis Saver Bundle.
- Acquire Sage 50 training concerning payroll.
- Gain an understanding of payrolls/wages.
- Learn how to evaluate financial forecasts.
- Identify steps to recognize financial errors using financial statements.
- Attain greater understanding about Stock market.

Payroll Bundle Specialities


- 170 hours of instant video lectures and downloadable resources.
- Affordable premium-quality E-learning content, you can learn at your own pace.
- You will receive 17 completion certificates upon completing the Payroll Bundle.
- Internationally recognised Accredited Qualification would boost up your resume.
- You will learn the researched and proven approach of payroll adopted by renowned 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 course completion Final Exam with absolutely no extra cost.

Certificate

This premium Payroll Bundle comes with FREE PDF & Hardcopy Certificates, PDF Transcripts & Student ID Card. It makes this bundle the perfect value for money.



This self-paced Payroll Bundle by Skill Up, loaded with up-to-date knowledge and techniques, is truly ideal for all aspiring professionals.

Let your eLearning experience meet the utmost satisfying level by enrolling in our premium Payroll Bundle now!

Courses Included in This Payroll Bundle:


- Course 1: Xero Accounting Diploma
- Course 2: Xero Advance Bookkeeping 2021
- Course 3: Admin Support Assistant
- Course 4: Online Bookkeeping and Quickbooks Course
- Course 5: Microsoft Excel Complete Training 2021
- Course 6: Risk Management: Risk Assessment & Analysis
- Course 7: HR and Payroll Manager Training
- Course 8: Office Skills
- Course 9: Sage 50 Payroll
- Course 10: Managing Budgets
- Course 11: Minute Taking Masterclass
- Course 12: Tax Accounting
- Course 13: HR Management – Level 3 Training
- Course 14: Advanced Financial Modeling Using Excel
- Course 15: Procurement Management and Business Analysis Saver Bundle
- Course 16: Stock Trading Diploma
- Course 17: Corporate Finance: Coping with Financial Downturn

Curriculum Breakdown of the Premium Courses:

➤ [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

➤ **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

➤ **Admin Support Assistant**

- Module 1: Introduction to Admin Support Assistant
- Module 2: Business Telephone Skills
- Module 3: Representing Your Boss and Company
- Module 4: Business Etiquette
- Module 5: Mail Services and Shipping
- Module 6: Travel Arrangements
- Module 7: Organising Meeting and Conferences
- Module 8: Diary Management and Note taking
- Module 9: Time Management
- Module 10: Record Keeping and Filing Systems
- Module 11: Business Writing Skills
- Module 12: Organisational Skills
- Module 13: Communication Skills
- Module 14: Customer Service
- Module 15: Effective Planning and Scheduling
- Module 16: Invoicing/Petty Cash

➤ **Online Bookkeeping and Quickbooks Course**

Getting prepared - access the software and course materials

- 
- The structure of the course – first things first! FREE
 - Set up free trial

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

➤ **Microsoft Excel Complete Training 2021**

Unit Module 01: Excel from A-Z Course Introduction

- Excel from A-Z Course Intro
- Excel Job Opportunities
- Excel Job Types

- Microsoft Excel Marketplace
- What is Microsoft Excel?
- Who is This Course For?

Unit Module 02: Getting Started With Excel

Unit Module 03: Values, Referencing and Formulas

Unit Module 04: Intro to Excel Functions

Unit Module 05: Adjusting Excel Worksheets

- Moving & Copying Data
- Insert & Delete Rows and Columns
- Adjusting the Width and Height of Cells
- Hiding and Unhiding Excel Rows and Columns
- Renaming, Moving & Deleting Excel Worksheets
- Adding Protection to Specific Cells
- Protecting the Structure of a Workbook
- Adding a Workbook Password to Open File
-


Unit Module 06: Visually Pleasing Cell Formatting

- Formatting Fonts and Cell Background Color
- Adding Cell Borders
- Formatting Data Appropriately
- The Magic behind Excel's Format Painter
- Creating Styles for Formatting Efficiency
- Merging Cells for a Cleaner Look
- The Power of Conditional Formatting

Unit Module 07: How to Insert Images and Shapes!

- Grab User's Attention using Illustrations
- Customizing Icons
- Create Compelling Graphics with SmartArt

Unit Module 08: Visualize Data with Charts

- 
- The Commonly Used Column Chart
 - Changing the Chart Design
 - Formatting Elements of a Chart
 - Modifying the Data, Type & Location of a Chart
 - Little Slice of Pie Charts

Unit Module 09: Excel's Printing Options

- Print Preview Options
- Excel's Page Layout View
- Printing a Specific Range of Cells
- Converting Spreadsheets to PDF Files

Unit Module 10: Benefits of Using Excel Templates

- Why Create an Excel Template
- How to Create an Excel Template

Unit Module 11: Working with Excel Datasets

- How to Prepare Data for Analysis
- How to Sort Data in Excel
- Multi-Level Sorting
- Custom Sorting Datasets in Excel
- Applying Filters to Datasets
- Creating Subtotals within a Dataset
- Converting Datasets into Tables
- Finding & Removing Duplicate Values

Unit Module 12: Excel Database Functions

- The SUMIF() Function
- The DSUM() Function
- The DSUM() Function Cont.
- The SUBTOTAL() Function

Unit Module 13: Excel Data Validation

- What is Excel Data Validation?
- Creating a Drop Down List with Data Validation
- Different Types of Excel Data Validation
- Adding Custom Alerts to Data Validation
- Creating a Dynamic Drop Down List
- Complex Validation: Dependent Drop Down List!

Unit Module 14: Excel PivotTables

- Creating an Excel Pivot Table
- Modifying Excel PivotTables
- Grouping & Filtering PivotTable Data
- Drilling Down into PivotTable Data
- Creating Pivot Charts & Utilizing Slicers

Unit Module 15: Excel's PowerPivot Add-In

- What is PowerPivot?
- Activating the Excel PowerPivot Add-In
- Creating Relationships between Data Tables.mp4
- Using Data Models to Create PivotTables
- How to Create PowerPivot KPI's

Unit Module 16: Excel's Conditional Functions

- Excel's IF() Function
- IF() Function with AND() Criteria
- IF() Function with OR() Criteria
- Nesting Multiple IF() Functions
- The COUNTIF() Function
- Key Benefits of Named Ranges
- Unit Module 17: Excel's Lookup Function
- **Unit Module 18: Text Based Functions in Excel**
- LEFT(), RIGHT() and MID() Function
- Extracting Specific Text using LEN() & SEARCH()

- Combining Text with CONCATENATE()
- Quick Tips & Other Text Based Functions

Unit Module 19: Auditing Formulas and Views in Excel

- Tracing Precedents & Dependents in Formulas
- Showing Formulas
- Grouping Data
- 3D Referencing in Formulas
- Utilizing the Watch Window in Excel
- How to Freeze Panes in Excel

Unit Module 20: Excel's "what If?" Tools

- Excel's Scenario Manager Tool
- Goal Seek in Excel
- Compare Results with Excel Data Tables
- Solver Tool

Unit Module 21: Welcome to Excel VBA

- The Power Behind Excel VBA
- A Look Inside the Visual Basic Editor (VBE)
- Recording a Macro
- Saving & Opening a Macro-Enabled Workbook

Unit Module 22: The VBA Language

- Modules and Procedures
- Objects, Methods and Properties
- Excel VBA Variables

Unit Module 23: Writing VBA Code

- Referencing a Range
- InputBox & MsgBox
- Using Variables in VBA Code
- If Then Else Statement
- Worksheet Functions inside VBA
- Creating User Defined Functions

- User Defined Functions within VBA Scripts

Unit Module 24: Important VBA Tools and Logic

- Find Last Column of Data
- With Statement
- Debugging & Error Handling Cont.

Unit Module 25: Excel VBA Loppes

- For Next Loop
- Do Until Loop
- For Each Loop

Unit Module 26: Triggering Macros

- Assigning Macros to Shapes
- Form Controls vs ActiveX Controls
- Worksheet Events
- Workbook Events
- Fun with VBA Events!

Unit Module 27: Excel User Forms

- Creating an Excel UserForm
- Adding Controls to UserForms
- How to Show an UserForm
- Passing TextBox Values to Desired Cells
- Passing Option Buttons to Desired Cells
- UserForm ComboBoxes
- Clearing Values from UserForm Controls
- How to Close an UserForm
- UserForms and Protected Sheets
-

Unit Module 28: Starting a Career in Excel

- Creating an Excel Resume
- Getting Started with Freelancing
- How to Become an Excel Freelancer
- Top Freelance Websites
- How to Get Your First Client
- Personal Branding
- Networking Do's and Don'ts
- Importance of Having a Website
-


➤ Risk Management: Risk Assessment & Analysis

- Module 1: Risk and Types of Risk
- Module 2: The Risk Evaluation Process
- Module 3: Risk Analysis & Assessment
- Module 4: Risk Assessment at Workplace
- Module 5- Introduction to Risk Management
- Module 6: Risk Management Process
- Module 7: Benefits of Risk Management
- Module 8: Enterprise Risk Management
- Module 9: Managing Financial Risks
- Module 10 - Managing Technology Risks

➤ 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

➤ Office Skills

Module 1: Introduction to Office Administration

Module 2: Skills of an Effective Administrator

Module 3: Effective Planning and Scheduling

Module 4: Organising Meeting and Conferences

Module 5: Record Keeping and Filing Systems

Module 6: Business Writing Skills

Module 7: Minute Meeting, Decision and Action

Module 8: Tips for Minute Taking

Module 9: Time Management

Module 10: Stress Management

Module 11: Business Telephone Skills

Module 12: Communication Skills

Module 13: Conflict Management

Module 14: Organisational Skills

➤ 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



➤ **Managing Budgets**

Module One: The Fundamentals of Finance

Module Two: The Basics of Budgeting & Parts of a Budget

Module Three: The Budgeting Process

Module Four: Budgeting Tips and Tricks & Crunching the Numbers

Module Five: Budget & Investment Opportunities

Module Six: Directing the Peerless Data Corporation

➤ **Minute Taking Masterclass**

Module 01: Introduction to Minute Writing

Module 02: Preparation for Minute Taking

Module 03: The Meeting Structure

Module 04: Minute Meeting, Decision and Action

Module 05: Roles and Responsibility of Minute Taker

Module 06: Tips for Minute Taking

Module 07: Technology in Minute Taking

Module 08: Building Confidence



➤ Tax Accounting

Module 01: Tax System and Administration in the UK

Module 02: Tax on Individuals

Module 03: National Insurance

Module 04: How to Submit a Self-Assessment Tax Return

Module 05: Fundamental of Income Tax

Module 06: Advanced Income Tax

Module 07: Payee, Payroll and Wages

Module 08: Value Added Tax

Module 09: Corporation Tax

Module 10: Capital Gain Tax

Module 11: Inheritance Tax

Module 12: Import and Export

Module 13: Double Entry Accounting

Module 14: Management Accounting and Financial Analysis

Module 15: Career as a Tax Accountant in the UK

➤ HR Management – Level 3 Training

Section 1: Introduction

Section 2: Core Concepts



Section 3: Best Employee Retention Strategies That Actually Work

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

Section 5: Practical Tips to Retain Employees in Your Organisation

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

Section 7: Conclusion

➤ **Advanced Financial Modeling Using Excel**

Welcome to the Course! Get the Overview of What You'll Learn

Planning your Financial Model

Building a Model Template

Projecting the Income Statement

Projecting the Balance Sheet

Projecting Cash Flows

Advanced Financial Modeling

BONUS LESSON: Top 5 Excel Features for Financial Modellers

➤ **Procurement Management and Business Analysis Saver Bundle**

Module 01: Introduction to Business Analysis

Module 02: Business Processes

Module 03: Business Analysis Planning and Monitoring

Module 04: Strategic Analysis and Product Scope

➤ **Stock Trading Diploma**

Module 01: What Is Stock Trading



Module 02: Stock Trading Basics

Module 03: Investment Theories and Strategies

Module 04: Fundamental Analysis

Module 05: Technical Analysis

Module 06: Analysing Industries

Module 07: Understanding Brokerage Orders and Trading Techniques

Module 08: Recognising the Risks

Module 09: Trading Psychology

Module 10: Stock Trading Frauds

➤ **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

