

Canadian Payroll

HOURS	COST
16	\$998.00

You can use Canadian Payroll to set up, enter, and maintain employee payroll records and transactions. Employee cards are used to keep your Canadian Payroll information up to date, so you can view current and

historical payroll information and pay activity for one employee or a group of employees. You also can use Canadian Payroll to complete the following tasks:

- Set up employee classes to create default entries that can make data entry quicker for new employee records because the payroll information is grouped according to common factors, such as paycodes and positions.
- Create batches that you use just one time, or create recurring batches for transactions that you enter on a regular basis, such as weekly payroll
- Use the reconciling process to check for discrepancies in employee financial information and for differences between detail records and summary records
- Prepare Canadian Payroll reports to analyze payroll activity and identify errors in transaction entry
- Use routines to create customized checklists for processing month-end, quartered, or year-end tasks, such as preparing government-required ROE statements and T4 slips

If you are using Human Resources, you can enter and maintain your employee information in Human Resources and those transactions will automatically update your Canadian Payroll records.

If you are using Direct Deposit, you can transfer funds directly to employee bank accounts when processing payroll transactions.

If you are using Bank Reconciliation, your checkbook is automatically updated when you post Payroll transactions.

Audience

Customers wanting to learn the basic features and to develop a working knowledge of the typical day-to-day procedures required to effectively use Canadian Payroll.

The class is targeted toward:

- ✓ data entry clerks
- ✓ administrators
- ✓ office managers
- ✓ CEOs and consultants who need to understand the technical aspects of Microsoft Dynamics GP General Ledger and gain foundational knowledge of the application functionality.

Prerequisites

Before attending this course, students must have:

- ✓ General knowledge of Microsoft® Windows®
- ✓ Basic knowledge of accounting principles

Student Materials

The student materials include a comprehensive workbook and access to the Microsoft Dynamics GP application.