



VANTAGE

Business Solutions Inc.

Toledo, OH ▪ Northville, MI

Payroll

Cost: \$450 first attendee; \$400 each additional attendee

Scheduled course dates:

No classes are scheduled at this time.
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If you are interested in future classes please e-mail: training@vantagesolution.com

Introduction

This course provides you with an in-depth view of the extensive functionality contained within the Payroll application. Besides learning the functionality, you also learn tips and techniques that can help make an implementation successful, and you gain a thorough understanding of the Payroll application and its capabilities.

Audience

The course covers the setup of the Payroll module. It covers the setup windows that are necessary to complete in order to start using Payroll, and the processing of Payroll checks. It also focuses on the options available to you to maintain and retrieve your Payroll data. Closing your periods, quarters and the year-end is also covered in this course and a short discussion on using Direct Deposit is also included.

Course Topics:

Payroll Overview
Setup options
Setup employees and classes
Entering time
Maintaining payroll records
Voiding payroll checks
Month- end and Quarter-to-date procedures
Year-end procedures and W-2 processing
Reports and inquiries
Utilities

Important Course Information

- All classes are held at our Office (unless otherwise noted).
- All classes begin at 9:00.
- Participants are responsible for their own lunch.
- Attire is business casual. Please dress comfortably
- Computer, training workbooks and refreshments are provided for all classes.
- Classes are to be paid in advance of the class.
- Vantage Business Solutions reserves the right to cancel or reschedule classes.
- Course fees are refundable up to one week prior to the date of the course.
- Cancellations received less than one week prior to a scheduled class will be subject to a 50% cancellation fee.