



dANA NÄYE VENTURES COURSE OUTLINE

Easy Pay For Windows

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FEE:	\$475.00 + GST		

COURSE INFORMATION

PREREQUISITES:

Students should have a basic understanding of Windows

COURSE DESCRIPTION:

Easy Pay for Windows payroll system is a computer software program that automates your company's complete payroll processing functions.

COURSE GOALS:

As you work through the sections of this course, you will gain experience in the following areas:

- Set up company Start List Items and Directories
- Set up and configure Company Profile
- Set up Company Defaults
- Set up Company Features
- Set up Company Regular Benefits
- Set up Company Regular Deductions
- Set up Company Special Earnings
- Set up Company Special Deductions
- Set up Company Departments
- Set up general ledger accounts per department
- Set up Employee Profiles
- Set up Employee Rates/Dates
- Set up Employee Tax Information
- Set up Employee Regular Benefits
- Set up Employee Regular Deductions
- Time card entry, and printing time card journal
- Automatically paying salaried employees
- Calculating payroll
- Manually adjusting calculated amounts
- Printing payroll registers
- Printing cheques and cheque register
- Voiding printed cheques

- Updating all year-to-date amounts
- Issuing cheques at anytime with Quick Cheque
- Allocating employee's cost to multiple departments
- Exporting payroll data to general ledger
- Printing payroll reports
- Printing reports of cost by department
- Producing T4s, T4As at year-end
- Printing Record of Employment upon employee termination
- Producing a remittance report monthly or semi-monthly

MAJOR COURSE OBJECTIVES:

The objective of this course is to provide each student with sufficient hands-on experience using Easy Pay for Windows payroll system.

COURSE FORMAT:

Lecture, demonstration, lab time

COURSE REQUIREMENTS**ATTENDANCE AND PARTICIPATION**

Students are required to be in attendance for the duration of the course to receive a certificate.

QUIZZES:

N/A

ASSIGNMENTS:

In class assignments only

DETERMINATION OF FINAL MARK:

N/A

TEXT AND MATERIALS:

A manual will be provided

QUIZZES, TERM EXAMS, AND FINAL EXAM:

N/A

GRADES ON TRANSCRIPT:

N/A