

# Course Outline | MicrOpay Advanced Transactions



## Take your applied use of MicrOpay to the next level

If you are up and running with your MicrOpay system, you will be accustomed to everyday transactions such as Extended/Express Timesheets, Auto Pays and standard Terminations.

Perhaps you are now looking for efficiencies, bulk transaction creation, and examples of functions you've not needed to try yet.

## What does this course cover?

- Exploration of tools used to pay commissions or bonuses. This will apply the **Bonus Calculator** of the Manual Calculation window and the **Calculation Worksheet** thereby spreading tax over a specified number of periods.
- Whether to choose

the system **Backpay** function, a **Global Backpay** or a **Manual Calculation** to perform a backpay plus the STP2 Lump Sum E requirements.

- Methods of **updating employees' pay rates**, one example being part of a backpay transaction.
- The range of **Termination** types explained and the new **STP Cessation Reason** introduced with STP2.
- Importing transactions to your pay using the **Multiple Employee Timesheet**.
- The **Transaction Import** function.
- The **Leave Processing** function.
- MicrOpay's **Leave Planning** system; ideal for those of you without an external system to manage leave bookings.

- **Tips and Tricks** of transaction entry.
- **Costing Adjustments**.
- Your **Transaction Reporting** choices.

## Target audience

This course is for everyday users of the system.

## What prior MicrOpay experience do you need?

A working knowledge of MicrOpay is assumed in the course design.

## Delivery method

A blended learning approach with a mix of eLearning, videos and Quick Reference Guides.

## Duration

Estimated to 180 minutes of learning content.

**We are offering 12 months access to this course.**