

MicrOpay End of Financial Year 2025 VILT and eLearning

Overview:

Join our online Virtual Instructor-Led End of Financial Year training course that provides hands-on experience in a virtual lab. In addition to gaining hands-on experience, you will receive self-paced eLearning content so you can reference it later, as well as additional content not covered in the class.

What do you need to know?

The course assumes confidence in MicrOpay navigation, awareness of system configuration, and payroll knowledge.

Delivery Method

This is a Virtual Instructor-Led course delivered via Strigo. eLearning delivered via a Web-page-like environment.

Duration

Attend a 3-hour VILT session facilitated by an instructor plus 45 minutes with 12 weeks of access to our online learning.

What does this course cover:

Work live with a trainer to learn:

- Timing of the last pay for the financial year.
- Confirming STP 2 Allowance & Deduction configuration.
- Balance your year-to-date.
- Confirming employee's tax details.
- Superannuation increase preparation and Reportable Super configuration.
- Essential reports prior to rolling over the financial year.
- STP marking the final event and rolling over into the new financial year.
- Change Tax year.
- Confirm SGC update.
- Superannuation and other compliance changes where applicable.

In addition to revisiting the content explored in the VILT, the eLearning examines these additional topics:

- Confirming Company and Payroll Company details.
- Entry of Foreign Employment Income.
- Access to learning to revisit your STP 2 configuration.
- Reportable Fringe Benefits.
- Employee Code Changes.
- Update Employees on Tax Variation.
- GL Integration End of Month Transaction Accrual.

Course Outline

Objectives:

- ✓ Master EOFY Payroll Processes – Learn critical end-of-year payroll tasks, including finalising pays, reconciling year-to-date balances, and essential reporting.
- ✓ Ensure Compliance with STP and Superannuation – Verify STP 2 configurations, process superannuation increases, and manage tax updates.
- ✓ Prepare for the New Financial Year – Successfully roll over payroll, update company and employee tax details, and configure compliance changes.
- ✓ Enhance Learning with eLearning Resources – Access additional content, including foreign income processing, fringe benefits reporting, and GL integration.