

Course Outline | **MicrOpay Mastering Transactions***



Take your knowledge 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 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.
- Which option should be chosen to perform a backpay, the system **Backpay** function, a **Global Backpay**, or a **Manual Calculation**, along with 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.
- More content to be added.

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, including completion of LU1 and LU2.

Delivery method

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

Duration

Currently estimated to 180 minutes of learning content but this timing will be extended.

Availability

Access to this course will be available for 12 months.

**More content will be added to this course.*