

## Advanced/Expert MicrOpay: Mastering Transactions and Reporting

### Overview:

Take your MicrOpay expertise to the next level with this comprehensive course that combines advanced transaction processing with powerful reporting capabilities. Perfect for users who have mastered the basics and are ready to unlock the full potential of their payroll system.

This course bridges the gap between everyday payroll operations and advanced system utilisation, teaching you to handle complex scenarios while maximising the insights available through MicrOpay's extensive reporting suite.

### What do you need to know?

This course assumes solid working knowledge of MicrOpay navigation, confidence with basic payroll processes, and familiarity with standard transaction entry methods. You should be comfortable with everyday payroll functions like timesheets and basic reporting.

### Delivery Method

A blended learning approach with a mix of eLearning, videos and Quick Reference Guides for comprehensive skill development and ongoing reference support.

### Duration

An estimated 270 minutes of learning content - self-paced modules designed for flexible access. 12 months access to all course resources.

### Complex Transaction Processing:

- Tools used to pay commissions or bonuses including the calculation Worksheet.
- Backpay methods: System Backpay vs Global Backpay vs Manual Calculations with STP2 Lump Sum E requirements.
- Bulk pay rate updates and mass transaction processing.
- Advanced termination types and STP Cessation Reasons.
- Multiple Employee Timesheet and Transaction Import functions.
- Costing Adjustments and advanced transaction reporting.
- Tips and tricks for efficient transaction entry.
- Complete your Superannuation processing.

### Comprehensive Reporting Solutions:

- Complete categorisation system for MicrOpay reports.
- Grid-based vs page-based reports: functions and optimal use cases.
- Hidden and optional reporting features most users miss.
- Report dependencies and factors affecting outputs.
- Reports that modify your payroll system data.
- Custom IQ report creation and advanced queries.
- Superannuation reporting: Standard, STP, and custom options.
- Impact of deductions on report selection and accuracy.
- Tracking payroll data across reporting options.
- Employee enquiries and ad-hoc reporting solutions.

### Objectives:

- ✓ Master advanced transaction processing techniques.
- ✓ Understand MicrOpay's reporting categories and strengths.
- ✓ Create custom reports and queries.
- ✓ Optimise payroll processes for efficiency.
- ✓ Handle complex payroll scenarios confidently.