

Sage Business Cloud Payroll Professional: Basic Training

Course Overview:

This course revolves around a checklist of all the steps required to complete a pay run. This course introduces you to the SBCPP system.

What's covered in the course:

- Accessing the SBCPP system using your Sage ID.
- Apply the payroll processing checklist covering basic steps of a pay run.
- Add new employees on the SBCPP system.
- Complete functions on the employee payslip.
- Use time-saving utilities such as batches.
- Reconcile input to ensure accurate payment.
- Apply correct procedures for terminations.
- Print payslips and reports.



This course duration is approximately 12 hours (2 days)



The following course options are available:

- Facilitated Classroom
- Virtual Classroom
- eLearning



The assessment is online and has 33 questions. Please request separately.



A stable internet connection is required to access the virtual classroom and exam.

Sage Business Cloud Payroll Professional: Bridging

Course Overview:

Understanding the differences between Sage Premier Payroll and Sage Business Cloud Payroll Professional

What's covered in the course:

- How to access Sage Business Cloud Payroll Professional.
- Creating your Sage ID.
- Create a new company.
- Migrating Sage Premier Payroll data to SBCPP.
- Major differences between Sage Premier Payroll and SBCPP:
 - Global Access Control
 - Printing
 - Backup
 - Restore
 - Upload/Download



This course duration is approximately 4 hours (half day)



The following course options are available:

- eLearning



The assessment is online and has 11 questions.



A stable internet connection is required to access the virtual classroom and exam.

