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Master the features needed to manage your employee information, process payroll, payroll tax reports, forms and filings. A thorough review of time and billing setup, transaction entry, processing and reporting will be included. If you need to understand and manage employee's, payroll, time and billing, this detailed class is for you. A Free month end checklist for payroll processes will be included! Bring your Sage 50, payroll and accounting questions. Our goal is your success!

Sage 50 Level 4 Payroll, Time and Billing

- Default Information
  - Payroll Settings
  - Employees
- Payroll Tax Tables
  - Loading Yearly Tax Tables
  - Setup Fixed Rate Payroll Deductions/Additions
  - Setup Special Payroll Deduction Formulas
- Employees
  - Add/Modify/Delete/Inactivate Employees
  - Maintain Hourly Pay rate and Withholding Information
  - Manage Vacation / Sick Time
  - Manage Employment Status and Review Ratings
  - Manage your Payroll Expenses and Liabilities
  - Beginning Balances
  - Reporting on Employees
- Paying Employees
  - Pay a single employee
  - Pay Multiple Employees
  - Void a Payroll Check
- Payroll Reports
  - Review Payroll Reports
  - Review Payroll Forms
  - Customize your Payroll Checks
- Paying Taxes
  - Federal Tax Forms
  - State Tax Forms
  - Entering Taxes to Pay as bills
- Time and Billing
  - Setting up Time and Billing
  - Manage Time Ticket Employees
  - Manage New Expense Items
  - Manage New Activity Items
  - Time & Expense List Reports
- Using Time and Billing
  - Entering Time Tickets
  - Entering Expense Tickets
  - Paying Employees Using Time Tickets
  - Invoicing Customers for Time / Expense Tickets
  - Customizing your Service Invoices
  - Reporting for Time and Billing

Questions and Answers

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