

Technology &
Software

PAYROLL

WEEKLY TIME SHEET

	Mon	Tue	Wed	Thu
	6/10	6/11	6/12	6/13
	8.00	8.00	8.00	8.00
IN		16.00	16.00	16.00
OUT		7	7	
HOURS	2	-		
	10			



DIMARCORP
Academy

XERO201

Xero Payroll

Master running your business payroll in Xero

PAYROLL



Course Overview

This training session is tailored for business owners or accounting professionals who are new to using Xero Payroll. Our proficient Xero expert will guide you through the process of setting up your payroll, adding employees, and executing a pay run, providing a comprehensive, step-by-step learning experience.

Upon completion of this training, you will possess the knowledge and skills to effectively handle payroll responsibilities for your business, guaranteeing precise and punctual payments to your employees.

Key Topics Covered

- Employees
 - Adding an employee
 - Completing Employment Form/Tab
 - Adding Tax codes
 - Adding Bank Account
 - Setting up Pay Template
 - Payslips
 - Adding leave entitlements
 - Accruing leave entitlements
 - Adding leave applications
 - Approving leave Applications
- Timesheets
 - Add a timesheet
 - Approving timesheet
 - Invite employee to timesheet
- STP Regulation
 - Registering for STP
 - Filing STP payrun
 - Payment Summary
- Processing a Payrun
 - Understand payruns
 - Add a payrun
 - Post a payrun
 - Revert a payrun to draft
 - Sending payslips
 - Download ABA file
 - Reconcile a payrun
- Payroll Reports
 - Understand payroll reports
 - Payroll reports templates
 - Export payroll reports
- Online Superannuation
 - Understand online superannuation
 - Setup online Superannuation
 - Process super payments



Duration:

- 3 hours

What You'll Receive:

- Workbook and Handouts
- Participation Certificate

The Facilitators:



Nikoletta Neal
NN Accountability Bookkeeping

Nikoletta is a certified Xero Advisor and has worked as a Xero trainer at The Bookkeeping and Training Group in Sydney, before she established NN Accountability Bookkeeping and Training Group on the Gold Coast

Nikoletta holds both a Bachelor of Economics and a Masters in Professional Accounting. In 2014 she became a registered Tax Agent and refocused NN Accountability to become a true-blue Xero business, exclusively working with Xero. She provides Xero training, integrations, setup/conversion, and ongoing support to businesses with all and any Xero issues. Nikoletta is passionate about Xero, and her mission is to educate business owners to use Xero in the most efficient way.



I love the interactive components in the webinars. They also run at a good pace.
~ Yvonne, VIC



Webinar

\$219 + GST pp

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