



Attache Course Overview

Course: End of Year - Payroll

This course is a comprehensive course in the End of Year processes for Attache Payroll module.

The course is designed for Attache users who plan to complete the end of year functions in the payroll module.

Session 1: 9.30am - 11.30am - Payroll End of Year

End of Year

- Processing Fringe Benefits Pays
- Running and understanding each applicable End of Year report
- Reconciling payroll figures for Tax, allowances, deductions
- Printing payment summaries/ creating Magnetic media files
- Copying data to archive company
- Completing End of Year including deleting terminated employees, deleting history transactions

General Housekeeping - Housekeeping issues will be explored with particular emphasis on:

- Important role of Backups
- Data Integrity Checks
- Errors and trouble shooting these