



Attache Course Overview

Course: Payroll

These courses are a comprehensive course in Attaches Payroll module. We cover payroll processing in the morning session and the more advanced aspects of the Payroll in the afternoon session.

The morning session is designed for the everyday Attache Payroll operator, new users and users that wish to gain more understanding of Payroll employee setup, transaction processing and basic payroll reports. The afternoon session is designed for the more experienced/advanced Attache operator. It would ideally suit the operator/supervisor who had been using Attache for a length of time and wished to explore the software in more depth. It would also suit anyone who had completed the processing session and wished to consolidate his or her knowledge of the software. If you are unsure as to whether this course will suit please contact our office and ask to speak to a support consultant who will be more than happy to advise you.

Session 1: 9.30am - 12.30pm - Payroll Processing

Masterfiles - The following areas within Masterfiles will be explored. Hands on exercises will be completed and field/features that are underutilised will be highlighted.

- Employee Details - Adding, modifying, deleting and enquiring
- Employee Bank Accounts - Adding, modifying, deleting and enquiring
- Employee Standard Pays - Adding, modifying, deleting and enquiring
- Employee Other Accounts - Maintenance for Superannuation reporting

Transactions - The following areas will be explored in depth. Many hands on exercises will be completed and areas that are underutilised will be highlighted.

- Entering Time Sheets/ Adjustment Pays
- Looking up Time Sheets/ Adjustment Pays
- Processing a basic payroll from start to finish

Reports - Report options and layouts within each of the following will be discussed and features that are underutilised within the reports will be highlighted.

- Pre Process Reports
- Post Process Reports
- Leave History
- Employee Details

Session 2: 1:30pm - 4:30pm - Payroll Setups

Options - The following setups within the Options areas will be explored and discussed. Fields and features that are being underutilised will be highlighted.

Sub-modules - The following Sub-modules will be highlighted and discussed as appropriate to the course participants.

- Groups
- Multi Locations
- Costing and how it can be used to enhance postings to the General Ledger
- Notes
- Super Export Module (New-released - August 2005)

Setups - The following areas of setups will be explored and discussed in depth. Many hands on exercises will be completed and areas that are underutilised will be highlighted.

- Income Types, Allowances, Deductions and Employer Contributions
- Utilising the software to record Reportable Fringe Benefits
- Setting up for Salary Sacrifice
- Comprehensive discussion and understanding of leave accruals
- Tax Scales
- Setting up and utilising the Automatic Bank Transfer Facility
- Setting up Superannuation Advices

Advanced Transactions - The following areas will be explored in depth. Hands on exercises will be completed and areas that are underutilised will be highlighted.

- Reversing a pay
- Entering Termination and ETP Payments

End Of Year - Discussion and procedures involved in completing Attache Payroll End of Year

Detailed Reporting - Detailed Report options and layouts within each of the following will be discussed and features that are underutilised within the reports will be highlighted.

- Leave History
- Employee Details
- Setup Reports
- History Reports
- Transaction reports
- Superannuation Reporting
- Anniversary and Birthday reporting

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

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