



---

## **SYLLABUS – PAYROLL**

---

### **CREATING AND MAINTAINING FILES**

- Payroll configuration
- Departments
- Employees
- Opening balance
- Tax tables

### **CURRENT OPERATIONS**

- Timesheets
- Payroll entries
- Correcting and deleting payroll
- Printing payments
- Direct deposit transfer to the financial institution

### **REPORTS**

- Payroll reports
- Payroll journal
- Remittance journal
- Record of employment
- Inactive employees