



Q.A.T. Business Services

Extreme Competence Inspires Extreme Confidence™

Module Outline **QB016 – Payroll Basics**

This is module #16 of Q.A.T.'s QuickBooks® series. It shows how to run a payroll (both scheduled and unscheduled). This is an introductory level module – the follow-on modules, QB024 and QB025, provide more detail.

Format:

online presentation

Maximum Class Size:

20

Duration:

3 hours

Schedule:

gatBusinessServices.com/training/schedule.html

Intended Audience:

This module is designed for the following people, but others are welcome to attend:

- accountants
- bookkeepers
- finance managers

Instructor:

Warren Gaebel, B.A., B.C.S. — Mr. Gaebel is a Certified QuickBooks ProAdvisor® and the General Manager of Q.A.T. Business Services. He taught at Learning Tree International, the University of Waterloo, and several colleges since the early 1980's.

Required Textbook(s) & Supplies:

none

Prerequisites:

For the benefit of all attendees, the following prerequisites should be observed:

- QB011 – Buying Basics
- QB012 – Selling Basics

Learning Objectives:

Upon completion of this course, attendees will be able to:

- enter hours worked,
- pay out vacation pay,
- pay out public holiday pay,
- pay/deduct advances, and
- run a scheduled payroll.

Tuition:

\$59 payable upon registration

How to Enroll:

enrol@gatBusinessServices.com
or (519) 404-7904

Outline:

- 1 Running a Scheduled Payroll
- 2 Paying by week, month, year, etc. (Salary)
- 3 Paying by hour (Wages)
- 4 Paying by dollars sold (Commission)
- 5 Paying by any other number
- 6 Vacation Pay
- 7 Public Holiday Pay
- 8 Advances
- 9 Q&A