

# Sage One Payroll Tax Year End Workshop



## Course Overview

The tax year is almost over. Is your payroll information up to date and ready to roll over into the new tax year? Attend our tax year end workshop for a complete understanding of the year end process.



## What you will learn

- Reconciliation of tax deducted from your employees and balancing to the IRP5/ IT3(a) tax certificates.
- Detect and correct user errors which may cause your electronic submission file to be rejected and clearing of the IRP5/ IT3(a) exceptions report.
- Making use of the EMP501 report to easily reconcile tax and balance your EMP201 monthly returns.
- Understanding the "Year End" period.



## Target Learners

If you have a well-established payroll or HR background and/or payroll qualification and want to learn how to close off your payroll company in an online environment, this course is for you.



## Duration & Delivery Method

This is a two-hour workshop. The delivery methods include self-study or facilitated workshops.

The next course in your training learning path will be:



## Sage One Accounting

Sage One Accounting Training

Sage One Accounting E-Learning



## Sage Online Tools

Sage Online Tools Training

## Terms and Conditions

- Training is payable before the course date. A confirmation and invoice will be forwarded to you.
- Attendee substitutions must be made at least 1 working day prior to the course date.
- No cancellations will be accepted, but substitutes are welcome.



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