ADILAS TRAINING COURSES – EXPLORING BUSINESS FUNCTIONS

CLASS 8 – TIME CARDS & PAYROLL

WELCOME:

* REVIEW DEPOSITS & EXPENSE/RECEIPTS:
  + May cover some of these tomorrow in back office accounting:
    - REI’s
    - Payments on Account
    - Tracking ins & outs from investors
    - Paying off CC expenses
* TIMECARDS:
  + Departments
    - Must be setup for users to clock in & out
  + Add user to a department – this is where you set up all of the payee information
    - Must occur to clock in
    - Wage/salary/commission, etc. Whatever terms you have arranged
    - Tax information – withholdings, claims, etc.
* DIFFERENT ADMINISTRATIVE LEVELS:
  + Manager’s Time clock: add/edit, limited to oversee just payees in that department
    - Add new time card for user
    - Clock-in for user
    - Multi user clock in/out
  + Admin Time Clock: access to add/edit any timecards for any employee in any department
    - Add new timecard for user
    - Clock-in for user
    - Multi user clock in/out
    - Setup manager’s time clock settings
    - Lockdown time cards
* EXAMPLES:
  + Basic clock in/out
* Add Aspen to Sales Dept.
* Add new time cards
* Add multi-user time card for Sales Dept.
* Add multi user time cards – add some Holiday pay
* Add new time card for a user
* Clock in for a user
* PAYROLL:
* Lots of different options for payroll – commissions or just straight time
* Payroll without commissions
  + Much simpler – very straightforward
    - Use the calculate payroll section
    - Get everything ready
    - Calculate & create payroll
    - Create the expense & finish out the process
* When dealing with commissions – there are other pieces you begin using – namely invoice sales –
  + Order & having some pieces in place become very important here
  + Take some time prepping for payroll
    - Okay invoices
    - Check timecards – get things cleaned up and ready for payroll
  + When ready to calculate payroll w/commissions
    - Okaying invoices for payroll (this works for both normal inventory or serialized inventory) – all available – they must be oked to show up on payroll
    - Running payroll & associating commissions
    - Cleaning up and rolling out/through invoices that have already had commission paid on them
* ASSIGNMENTS: