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: