

PROSOFT Payroll Management System (SQL 21) Training Session

Course Objectives

Upon completion of the course, participants will be able to: -

- Understand the relationship of the PROSOFT System modules.
- Set-up of Master Tables.
- Maintain Payroll Reference Table (like CPF Table, Funds Table, etc).
- Prepare Normal Payroll.
- Perform Payroll Administration within the System.
- Generate Query using PROSOFT Query Writer.
- Facilitate salary payment to staff and understand the concept of Payroll functions.

Course Contents

- The flow of the PROSOFT System modules
- The flow of the Payroll Management System
- Employee Master record Maintenance
 - Adding, deleting and editing the employee record in the Employee Master Form
- Setting up of the Master Tables
 - Data entry and other Master Forms Functions
 - Setting up of the Allowance Deduction and General Ledger Master
 - Maintaining of Payroll Reference Tables for CPF, SDL, FWL, Funds and Union
- Appreciation of the Formula Master
- Normal Payroll Procedures
 - Creation of Pay Run
 - Element Transaction Input by Employee Code
 - Element Transaction Input by Allowance Deduction Code
 - Exceptional Listing Check
 - Payroll Processing
 - Payroll Summary
 - Generation of payroll reports, like bank submission, payroll summary reports, payslips
- Building queries using the PROSOFT Query Writer
- Generate Audit Log reports

Methodology

A combination of lecture, discussions and hands-on exercises

Duration

Approximately 7 hours