MicrOpay Learning Catalogue

Welcome!

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![access - freedom to do more]

About MicrOpay Training

MicrOpay training offers you an in-depth and hands-on learning experience to master the intricacies of using MicrOpay using cutting-edge software tools.

Whether you are a new or experienced user, there are training options to suit your needs!

Delivery methods include Quick Reference Guides and manuals, Virtual Instructor Lead Training (VILT), and digital eLearning modules.

Purchase Options

Standalone Modules

MicrOpay Modules

Maintenance	- MicrOpay Getting Started
Maintenance	- Employee Maintenance Learning Unit 1 (LU1) VILT $^{\Phi}$
Maintenance	- Elevate Your Maintenance & Configuration Skills in MicrOpay**
Transactions	- Run Your Pay Learning Unit 2 (LU2) VILT $^{\Phi}$
Transactions	- Mastering Transactions**
Reporting	- Reporting: Querying your Payroll Data
Other	- MicrOpay New Zealand Payroll Processing**
Other	- General Ledger Integration
Other	- Recognition of Prior Learning (RPL) Assessment
Other	- Recognition of Prior Learning (RPL) Assessment with Manuals

Modules

Purchase individual or a combination of learning modules to address your training needs.

EOFY Offerings

EOFY Australia	- Options include VILT, webinar, and eLearning modules.
EOFY New Zealand	- Access MicrOpay EOFY Product Update eLearning module.

$^{\Phi}$ Virtual Instructor-Led Training (VILT).
* * Currently under development, with ongoing content creation and future topical content to be added.

Digital Learning Release Dates

FY24 Q1 (Sep'23)		FY24 Q2 (Dec'23)	FY24 Q3 (Mar'24)	FY24 Q4 (Jun'24)	FY25 Q1 (Sep'24)
Modules		**Modules**	**Modules**	**Modules**	**Modules**
MicrOpay Getting Started	Reporting: Querying your Payroll Data	Mastering Transactions Topical Updates*	EOY Processing for NZ**	EOY Processing for AU**	Elevate Your Maintenance & Configuration Skills in MicrOpay
Employee Maintenance Learning Unit 2 (LU1)	General Ledger Integration	NZ Payroll Processing*	Mastering Transactions Topical Updates*	Mastering Transactions Topical Updates*	
Run Your Pay Learning Unit 2 (LU2) VILT	Recognition of Prior Learning (RPL) Assessment			NZ Payroll Processing*	
NZ Payroll Processing*	Recognition of Prior Learning (RPL) Assessment with Manuals				
Mastering Transactions*					

* Currently under development, with ongoing content creation and future topical content to be added.
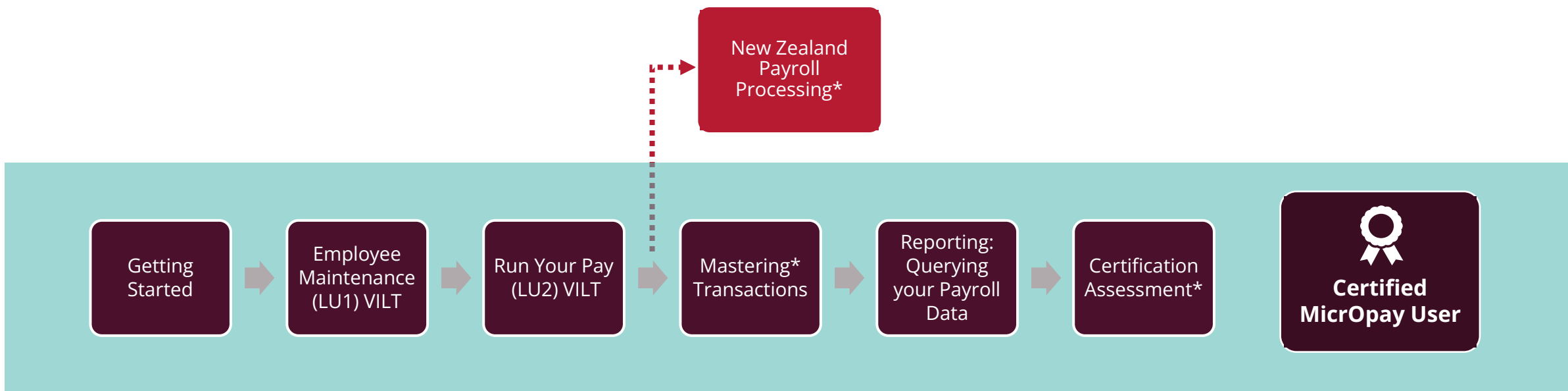** New content will be available a month before your end of year process for NZ and AU.

Learning Pathway

Pathway to certification

We have created a learning pathway aimed to enhance learners' understanding of the MicrOpay product and become experts! The outlined pathway demonstrates the sequential foundational and core learning modules, which leads to formal Certification.

New Zealand Payroll Processing*

Getting Started → Employee Maintenance (LU1) VILT → Run Your Pay (LU2) VILT → Mastering* Transactions → Reporting: Querying your Payroll Data → Certification Assessment* Certified MicrOpay User

* Currently under development, with ongoing content creation and future topical content to be added.
** Optional. Only complete if you run payroll in New Zealand.

Alternative Pathway through Recognition of Prior Learning (RPL) Assessment

You can choose to undertake a Recognition of Prior Learning Assessment to achieve formal certification. Following this pathway, you have two choices; either with the assistance of two manuals or without any additional support.

RPL Assessment with Manual

• Employee Maintenance manual
• Run Your Pay manual

➡ **Certified MicrOpay User**

RPL Assessment

➡ **Certified MicrOpay User**

Our Courses

MicrOpay Digital Learning Course Details

MicrOpay Modules

access
freedom to do more

Course Outline | **MicrOpay Getting Started**

Welcome to MicrOpay, let's get you started on your journey

An e-learning module to introduce you to the MicrOpay payroll solution.

What does this course cover?
- Introduction to MicrOpay.
- Placing your payroll product in the context of other business systems.
- High-level introduction to the payroll process.
- Signing in.
- All methods of navigation within the software, some of which are not explored in the live VILT event.
- Backing up.
- Running a report.
- Ways to access help.

Target audience
This course is designed for payroll users who will process payroll information.

What do you need to know?
The expectation is that attendees have an existing understanding of payroll principles and compliance requirements associated with their company and industry.

Delivery method
An e-learning module with the content presented in easy-to-digest sections, incorporating interactive screens.

Duration
30 minutes.

Availability
Access to this course will be available for 12 months.

Course Outline | MicrOpay Employee Maintenance Learning Unit 1 (LU1)

Let's get you started on your MicrOpay learning journey

Anyone new to a payroll product must learn system navigation, employee maintenance, getting data out of the system and how to access further help and learning. This course hits those targets and aims to get you settled in your new MicrOpay home.

What does this course cover?

- Your virtual classroom (a tool called Strigo).
- Introduction to the payroll processing checklist and an exploration of the first three steps.
- System navigation.
- Backing up and restoring a payroll database.
- Creating and editing employees, including leave configuration.
- The implications of the system being period-based.
- The different reporting options.
- Employee maintenance changes, including changing superannuation funds.
- Accessing your course material, exercises and online eLearning.
- Help resources.

Target audience

The course is aimed at those new to the system and is ideal for both new staff using an established system and new customers going through product implementation.

What do you need to know?

An understanding of payroll principles and basic computer literacy is an advantage, as is an appreciation of the specifics of your own payroll. You will also require basic numeracy and must have completed the Getting Started with Access MicrOpay course.

Delivery method

- A live Virtual Instructor-Led Training (VILT) session with an individual virtual demonstration system.
- A selection of eLearning modules to view in your own time.
- A course manual.
- A Learn on Demand lab for you to practice on.

Duration

Attend one VILT session facilitated by an instructor for a duration of 5 hours.

Availability

Access to this course will be available for 3 months.

Go beyond the basics into the realm of mastery

This course will empower you with the advanced knowledge and techniques needed to streamline operations, enhance accuracy, and maximise the potential of your MicrOpay software.

What does this course cover? *

- Managing your Lookups.
- Creating and changing Cost Accounts.
- Pay Classes.
- Leave Rates.
- Addition and Deductions.
- RDOs.
- Creating and managing Agents.
- Creating new Payroll Companies.
- Managing your backups.
- And more!

Target audience

This course is for payroll administrators, IT administrators, or anyone who will be responsible for the setup and configuration of data.

What prior MicrOpay experience do you need?

A working knowledge of MicrOpay is assumed in the course design including completion of LU1 and Superannuation Maintenance.

Delivery method

A blended learning approach with a mix of eLearning, videos and Quick Reference Guides.

Duration

TBC.

Availability

Access to this course will be available for 12 months.

*This course is still in development, so topics and timings are yet to be confirmed

Let's get you started on your Payroll Processing journey with MicrOpay

This course focuses on the payroll process and how to run a regular pay from start to finish through Virtual Instructor-Led Training (VILT).

What does this course cover?

- Get up and running in your virtual classroom.
- The payroll processing checklist and an exploration of its 17 steps, with a focus on steps 3 to 17.
- Backing up and restoring a payroll database.
- Importing of transactions and leave.
- Timesheet entry.
- Checks before committing to your EFT, including reports.
- Producing Pay Advices and STP Reporting.
- Finalising the End of Pay
- Balancing the Payroll and Costing reports.
- Accessing your course material, exercises and online eLearning.
- Help resources.

Target audience

This course is designed for payroll users who will process payroll information.

What do you need to know?

The expectation is that attendees have an existing understanding of payroll principles and compliance requirements associated with your company and industry as well as an appreciation of your own payroll. You also need to have completed the Getting Started and MicrOpay Employee Maintenance LU1 (LU1) VILT course.

Delivery method

- This is a virtual instructor-led course delivered through Strigo.
- A selection of eLearning modules to view in your own time.
- A course manual.
- A Learn on Demand lab for you to practice on.

Duration

Attend one VILT session facilitated by an instructor for a duration of 5 hours.

Availability

Access to this course will be available for 12 months.

Take your knowledge of MicrOpay to the next level

If you are up and running with your MicrOpay system, you will be accustomed to everyday transactions such as Extended Timesheets, Auto Pays and standard Terminations.

Perhaps you are now looking for efficiencies, bulk transaction creation, and examples of functions you've not needed to try yet.

What does this course cover?

- Exploration of tools used to pay commissions or bonuses. This will apply the **Bonus Calculator** of the Manual Calculation window and the **Calculation Worksheet,** thereby spreading tax over a specified number of periods.
- Which option should be chosen to perform a backpay, the system **Backpay** function, a **Global Backpay**, or a **Manual Calculation**, along with the STP2 Lump Sum E requirements?
- Methods of **updating employees' pay rates**, one example being part of a backpay transaction.
- The range of **Termination** types explained and the new **STP Cessation Reason** introduced with STP2.
- Importing transactions to your pay using the **Multiple Employee Timesheet**.
- The **Transaction Import** function.
- The **Leave Processing** function.
- MicrOpay's **Leave Planning** system; ideal for those of you without an external system to manage leave bookings.
- **Tips and Tricks** of transaction entry.
- **Costing Adjustments**.
- Your **Transaction Reporting** choices.
- More content to be added.

Target audience
This course is for everyday users of the system.

What prior MicrOpay experience do you need?
A working knowledge of MicrOpay is assumed in the course design, including completion of LU1 and LU2.

Delivery method
A blended learning approach with a mix of eLearning, videos and Quick Reference Guides.

Duration
Currently estimated to 180 minutes of learning content but this timing will be extended.

Availability
Access to this course will be available for 12 months.

*More content will be added to this course.

Course Outline | **Reporting: Querying your Payroll Data**

Have you settled on a few key reports in the system and ignored the rest?

You already know the essential reports used in the payroll process and perhaps have rarely needed to look beyond these at the breadth of MicrOpay's reporting options.

This comprehensive eLearning module reviews basic MicrOpay reporting skills and then builds on these to leave you aware of every reporting choice in the system and its relative strengths.

What does this course cover?

- Ways of categorising system reports, which in turn assists when looking for an alternative report.
- Grids versus page-based reports; their functions and strengths.
- Lists of all the reporting options, including the hidden or optional ones.
- Dependencies that impact a report's outputs.
- Reports that change your payroll system.
- Creation of custom IQ reports.
- The impact of deductions on your reporting choice.
- Examples of tracking payroll data across every reporting choice.
- Separate content on Significant Dates, configuration, use and reporting choices.

Target audience

Customers new to the system, or a few years into their applied use, looking to optimise the application of system reports.

What do you need to know?

Everyday use of the system and the payroll process.

Delivery method

A fresh, web-page-like environment with puzzles, content to read, and interactive recordings.

Duration

The idea of this course is that you dip in and out as required. If you were to consume all the content in one go, trying ideas out on your own system, it would take 75 minutes.

Availability

Access to this course will be available for 12 months.

Extend your Australian MicrOpay experience to NZ payroll processing

This manual-based learning focuses on a New Zealand payroll process in MicrOpay, along with the everyday maintenance required before the pay.

The learning assumes knowledge of Australian payroll in MicrOpay, exploring the similarities and differences between the two regions. In turn, there is a high-level exploration of all the NZ-specific MicrOpay functions.

New to MicrOpay?
Talk to us about access to the **live Employee Maintenance Learning Unit 1** (Virtual Instructor-Led Training (VILT)) course and **Run Your Pay Learning Unit 2 VILT**. While this has an Australian focus, it explores many functions present in the NZ system.

What does the manual cover?
- KiwiSaver:
  - Configuration in the employee file and various KiwiSaver statuses.
  - KiwiSaver Funds vs. *Complying* funds.
  - ESCT and the ESCT Salary Threshold.
- Configuration of NZ-specific Additions and Deductions such as
  - ACC Earners Levy.
  - Workplace donations and Payroll Giving Tax Credit.
  - Child Support.
  - Employee Share Scheme.

- Employee tax details and Student Loans.
- Banking configuration.
- Leave types and calculated leave pay rates.
- The Payday Filing process and the resulting Employment Information and Employee Details files.
- The steps of an NZ payroll process.

Target audience
This course is for Payroll Officers using MicrOpay's New Zealand database.

What do you need to know?
A working knowledge of MicrOpay is assumed in the manual design.

Delivery method
A 101-page NZ Employee Maintenance manual plus a 62-page NZ Payroll Processing manual and access to eLearning.

Availability
Access to this course will be available for 12 months.
*More content will be added to this course.

Course Outline | **MicrOpay General Ledger Integration**

Do you need to integrate your payroll system's outputs with your General Ledger?

As its name implies, MicrOpay's General Ledger Integration is about transferring your payroll

transaction data to your accounting system. Once you have concluded and balanced your pay, you run a **Batch Process** that results in a **file** for upload to your GL.

General Ledger Integration also frees you from the limitations of manually keying your payroll data into your accounting system. This then offers scope to design transfer of greater payroll detail to GL and enhanced payroll reporting from your GL.

What does this course cover?

- How to run a GL Batch Process.
- GL in a payroll context.
- Planning your GL integration.
- Defining a file layout that meets your finance system's requirements.
- Mapping your payroll data to your GL accounts.
- Managing leave types other than the basics, e.g., RDO and User Defined Leave.
- Variance troubleshooting. End-of-month transaction accruals.

Target audience
This course is designed for payroll processors and managers and for finance staff wanting to streamline the transfer of data to their accounting system.

What do you need to know?
You must have previously attended MicrOpay Run your Pay LU2 training.

Delivery method
A fresh, web-page-like environment with content to read and interactive recordings. We also offer a 96-page manual to download and keep.

Duration
The recordings total one hour and 20 minutes. The other content, we estimate, will take one hour to read.

Availability
Access to this course will be available for 12 months.

Course Outline| **Recognition of Prior Learning Assessment**

Upon successful completion, you will become a certified MicrOpay user and be issued a certificate.

Target audience
Experienced users of MicrOpay. Please note the prerequisites.

Prerequisites
Three or more years of experience using the MicrOpay product (no formal training required) or prior completion of the following training courses:

- MicrOpay Employee Maintenance Learning Unit 1 (LU1) and

- MicrOpay Run Your Pay Learning Unit 2 (LU2).

Delivery method
Training Online. You have three months to complete the assessment and two attempts to pass.

Duration
You will have 30 minutes to answer 30 questions.

What does the assessment cover?
Payroll processing, maintenance, transactions, superannuation and reporting using MicrOpay.

Availability
Access to this course will be available for 3 months.

Are you an experienced MicrOpay user and would like to become certified?

This Recognition of Prior Learning (RPL) Assessment allows users to become certified by demonstrating their existing skills and understanding of payroll processing using the MicrOpay product.

As an extra benefit, you will have access to two manuals that can help refresh your knowledge and guide you through the assessment process. These are Employee Maintenance and Run Your Pay.

Upon successful completion, you will become a certified MicrOpay user and be issued a certificate.

Target audience
Experienced users of MicrOpay. Please note the prerequisites.

Prerequisites
Three or more years of experience using the MicrOpay product (no formal training required) or prior completion of the following training courses:

- MicrOpay Employee Maintenance Learning Unit 1 (LU1) and
- MicrOpay Run Your Pay Learning Unit 2 (LU2).

Delivery method
Training Online. You have three months to complete the assessment and two attempts to pass.

Duration
You will have 30 minutes to answer 30 questions.

What does the assessment cover?
Payroll processing, maintenance, transactions, superannuation, and reporting using MicrOpay.

Availability
Access to this course will be available for 3 months.

Are you an experienced MicrOpay user and would like to become certified?

This Recognition of Prior Learning (RPL) Assessment allows users to become certified by demonstrating their existing skills and understanding of payroll processing using the MicrOpay product.

End of Financial Year

Let us help you prepare for EOFY through our various offerings which will provide the support you need, in a variety of settings, so you can choose the format that you learn best in.

Our MicrOpay EOFY webinars, VILTs and eLearning modules provide important tax updates and changes to MicrOpay. You'll also discover handy tips and resources to prepare and support you in the lead up to and during the tax season.

Course Outline | **MicrOpay End of Financial Year 2024 Webinar and eLearning**

Complete your MicrOpay End of Financial Year Process

Enroll in our End of Financial year Webinar and eLearning course. In addition to the full End of Year eLearning, this course will hold a webinar to go over the key steps of the End of Year process with live demonstrations and Q&A.

What does this course cover?

Live Webinar will cover the following:
- Timing of the last pay for the financial year.
- Confirming STP 2 Allowance & Deduction configuration.
- Applying the new balancing report to balance your year-to-date.
- How to identify discrepancies in the report and correct them.
- Confirming employee's tax details.
- Superannuation increase preparation and Reportable Super configuration.
- Essential reports prior to rolling over the financial year.
- STP marking the final event and rolling over into the new financial year.
- Change Tax year.
- Confirm SGC update.

In addition to revisiting the content explored in the webinar, the eLearning examines these additional topics:
- Confirming Company and Payroll Company details.
- Entry of Foreign Employment Income.

- Access to learning to revisit your STP 2 configuration.
- Reportable Fringe Benefits.
- Employee Code Changes.
- Update Employees on Tax Variation.
- GL Integration End of Month Transaction Accrual.

Target audience
This course is designed for payroll processors and managers.

What do you need to know?
The course assumes confidence in MicrOpay navigation, awareness of system configuration, and payroll knowledge.

Delivery method
Webinar delivered via GoTo Webinar duration of 2.5 hours.

eLearning delivered via a Web-page-like environment.

Availability
Access to this course will be available for 3 months.

Course Outline | MicrOpay End of Financial Year 2024 VILT and eLearning

Complete your MicrOpay End of Financial Year Process

Join our online Virtual Instructor-Led End of Financial Year training course that provides hands-on experience in a virtual lab. In addition to gaining hands-on experience, you will receive self-paced eLearning content so you can reference it later, as well as additional content not covered in the class.

What does this course cover?
Work live with a trainer to learn:
- Timing of the last pay for the financial year.
- Confirming STP 2 Allowance & Deduction configuration.
- Applying the new balancing report to balance your year-to-date.
- How to identify discrepancies in the report and correct them.
- Confirming employee's tax details.
- Superannuation increase preparation and Reportable Super configuration.
- Essential reports prior to rolling over the financial year.
- STP marking the final event and rolling over into the new financial year.
- Change Tax year.
- Confirm SGC update.

In addition to revisiting the content explored in the VILT, the eLearning examines these additional topics:
- Confirming Company and Payroll Company details.
- Entry of Foreign Employment Income.
- Access to learning to revisit your STP 2 configuration.
- Reportable Fringe Benefits.
- Employee Code Changes.
- Update Employees on Tax Variation.
- GL Integration End of Month Transaction Accrual.

Target audience
This course is designed for payroll processors and managers who were new to MicrOpay in the 2023/202 Financial Year.

What do you need to know?
The course assumes confidence in MicrOpay navigation, awareness of system configuration, and payroll knowledge.

Delivery method
This is a Virtual Instructor-Led course delivered via Strigo.

eLearning delivered via a Web-page-like environment.

Duration
Attend a 3 hours VILT session facilitated by an instructor.

Availability
Access to this course will be available for 3 months.

Complete your MicrOpay End of Financial Year Process

Enrol in our comprehensive End of Financial Year eLearning course. This online course allows you to work at your own pace, focusing on preparation and processing.

What does this course cover?

Preparation:

- Timing of the last pay for the financial year.
- Confirming STP 2 Allowance & Deduction configuration.
- Applying the new balancing report to balance your year to date
- How to identify discrepancies in the report and correct them.
- Reportable Fringe Benefits.
- Confirming employee's tax details.
- Superannuation increase preparation and Reportable Super configuration.
- Entry of Foreign Employment Income.
- Employee Code Changes.
- Access to learning to revisit your STP 2 configuration.

EOFY Processing:

- STP marking the final event and rolling over into the new financial year.
- Change Tax Year.
- Confirm SGC update.
- Update Employees on Tax Variation.
- GL Integration End of Month Transaction Accrual.

Target audience

This course is designed for payroll processors and managers.

What do you need to know?

The course assumes confidence in MicrOpay navigation, awareness of system configuration, and payroll knowledge.

Delivery method

Web-page-like environment offering a mix of content to read, plus recordings to watch. We also offer a manual to download and keep.

Availability

Access to this course will be available for 3 months.

Contact us today!

Thank you for exploring MicrOpay Learning.

For further information or to purchase our learning, please contact

https://www.theaccessgroup.com/en-au/payroll/services/payroll-training/