

# Sage MicrOpay

## Learning Pathway

### FOUNDATION

- Payroll Terms & Concepts O + C
- Introduction to Sage MicrOpay Day 1 & 2 C
- Sage MicrOpay General Ledger Module C
- Sage MicrOpay New Zealand Module R
- Sage MicrOpay Human Resources Module R
- IQ Reports – Power of Sage MicrOpay O
- ESP Administrator – Power of Sage MicrOpay R

### INTERMEDIATE

- Additions and Deductions – Sage MicrOpay Masterclass R
- HR requirements in Payroll – Sage MicrOpay Masterclass R
- Leave - Power of Sage MicrOpay O
- Sage MicrOpay Reports – Sage MicrOpay Module O
- Superannuation – Power of Sage MicrOpay R
- Terminations – Power of Sage MicrOpay O

### ADVANCED

- Payroll Admin Assistance – Sage MicrOpay Masterclass R
- Back pays & Bonuses – Sage MicrOpay Masterclass R + LW + C
- Costing – Sage MicrOpay Masterclass R + LW
- MET Transactions – Sage MicrOpay Masterclass R + LW
- Rates – Sage MicrOpay Masterclass R
- Reports – Sage MicrOpay Masterclass R
- Security & Auditing Tools – Sage MicrOpay Masterclass R
- Superannuation – Sage MicrOpay Masterclass R

### AND BEYOND....

- Sage MicrOpay Videos – information bytes R
- Sage MicrOpay End of Year workshop/seminar/webinar C + O + S + LW
- Sage Summit S
- Topical seminars/workshops
  - o End of Year Legislative Update S + R
  - o Leave/Terminations/Payroll Fraud S + R

Key: C – Classroom; O – Online; LW – Live Webinar; R – Recording; S – Live Seminar

For more info, visit: [Sage.com](http://Sage.com)  
or contact us at 1300 624 724