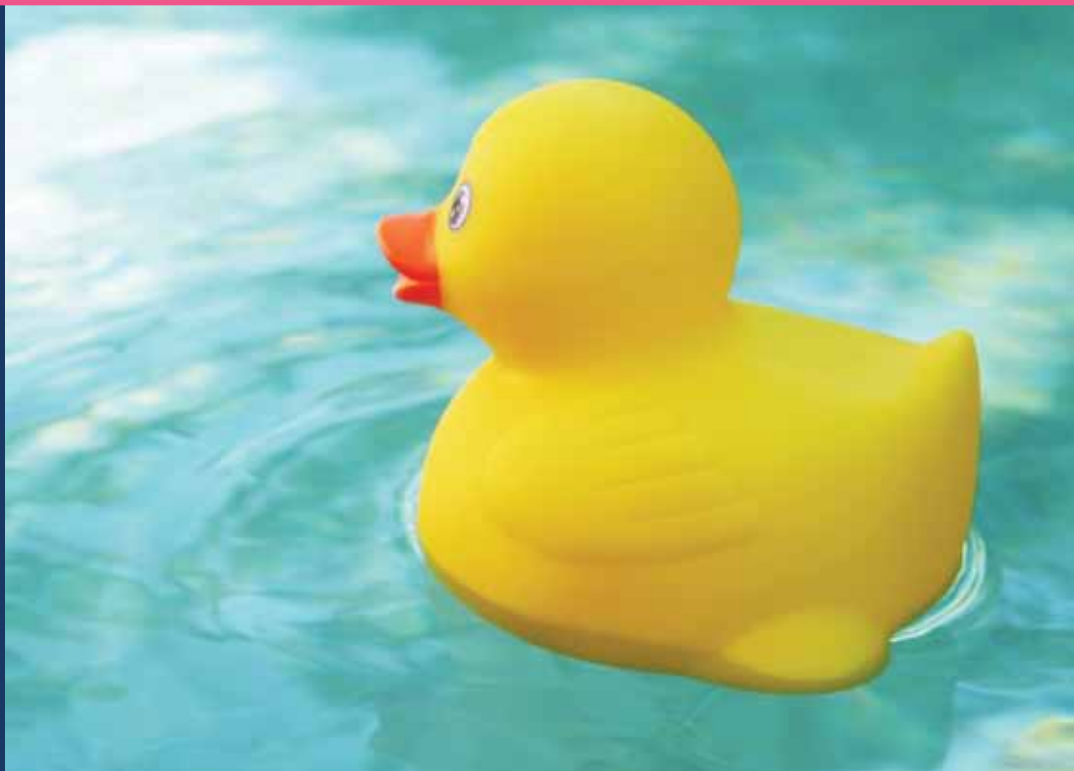


# MiraclePay Enterprise Training Course

for Microsoft®  
Dynamics™ NAV



**Working with customers & partners** to help them get the most out of their Miracle Solution

#### Course Details

Duration - 2 Days

Location - Tewkesbury

#### Course Content

##### Session 1 - Overview

- An overview of MiraclePay Enterprise
- Standard Microsoft Dynamics NAV Functionality used within MiraclePay (for users who have not had NAV training) including sorting, filters and toolbars

##### Session 2 - Setup

- Payroll company
- Payroll
- Pay items and accumulators
- Payroll agencies
- Code Tables

##### Session 3 - Employees

The employee records within MiraclePay Enterprise including:

- New starters, including P45 and P46
- Employee changes
- Employee details
- Tax/NI
- Bank details
- Pay changes
- Additions and deductions
- Pensions, attachment orders and student loans
- Statutory leave ie. SAP, SPP and SMP
- Leavers

##### Session 4 - Payroll processing

- Input
  - Period data entry

- Data import
- Mass allocate
- Tax period advance (if weekly payrolls in use)
- Data Provisioning Service (DPS)
- Calculation
- Pension Assessment
- Enquiries
  - Period details
  - Payroll enquiries
  - Using filters in enquiries
- Reports
  - Pay analysis reports
  - Pension Reports
  - Pension Letters
- Pay advices
- BACS
- RTI Full Payment Submission
- GL
- Period Close
- RTI Employer Payment Summary

##### Session 5 - Other activities

- Optional period activities
- Submissions
- Salary updates
- DPS retrieve
- Backpay

##### Session 6 - Reports

- Flexible pay analysis
- Document link

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For further information contact us on **0845 634 5015** or email [sales@miracle-dynamics.com](mailto:sales@miracle-dynamics.com)



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- Extract to excel
- Mail merge

For further information on availability and pricing, please contact our sales department.



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