

Course Agenda

Class 2: Accounts Receivable Setup/Billing/Job Reports/Payroll

Sage 100 Contractor | Instructor: Max Duykers

Course Overview

In this class, you will become familiar with setting up jobs, billing functions and workflow, setting up payroll, and payroll workflow (including prevailing wage payroll, union payroll, and certified payroll). This class should be taken with classes 1 & 3 in sequence. This course is designed for controllers, accounting staff, bookkeepers, and payroll administrators who will be involved with the basic, daily accounting functions of your company.

Agenda

- Creating a client
- Creating a Job
- Billing options: standard billing, AIA (or progress billing), T&M Billing, Unitary Billing, Loan Draw Requests
- Releasing AR retention
- Importing costs/changes into billing modules
- Billing forms
- AR Agings/Statements
- Creating an employee
- Creating payroll calculations
- Creating paygroups, union benefits
- Direct Deposit
- Processing payroll – daily vs. weekly (or Daily Field Report)
- Weekly processing of payroll taxes
- Payroll reporting – Aatrix setup, State and Federal Forms
- Certified payroll – DOL WH-347