

# MicrOpay Meridian Migration Training

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## Introduction

MicrOpay Meridian Migration Training is a workshop designed to guide you through the migration process from start to finish. You will work through migration and post migration checklists, learn how to prepare your data for migration and run a migration process using training data.

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## Target Audience

Clients migrating their payroll system from MicrOpay Payroll Manager to MicrOpay Meridian.

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## Prerequisite

Participants should have an understanding of payroll principles and ideally have completed payroll processing in MicrOpay Payroll Manager within the last 12 months.

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## Objectives

By the end of the course, participants will be able to:

- install and register MicrOpay Meridian
  - complete all steps in the Migration Checklist, including:
    - cleaning up data in MicrOpay Payroll Manager before migration
    - reconciling pay and superannuation values within MicrOpay Payroll Manager
    - perform Reset for Super Cumulatives
    - use the MicrOpay to Meridian Conversion program to migrate data
  - use the MicrOpay Meridian Explorer to navigate MicrOpay Meridian including the system tree, toolbars, menus and grid windows
  - complete all steps in the Post-Migration Checklist, including:
    - check migrated Company and Payroll Company details in MicrOPay Meridian
    - check migrated General Parameters and Register details
    - reconcile migrated pay and superannuation values
    - modify migrated employee superannuation contributions
  - troubleshoot migration issues
  - review and modify migrated General Ledger data.
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## Duration

1 Day 9.30am – 4.30pm

Please arrive 30 minutes before the start time to allow for the registration process.

Morning tea, afternoon tea and lunch is provided.

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