



COURSE OUTLINE

Course Name
Level

Webinar: Payroll – Reporting
Advanced

Overview:

This informal webinar is designed for Advanced Users of the Payroll Module that are wishing to obtain knowledge on how to report on payroll data.

Who Should Attend:

Payroll Officers and Managers wanting learn the way in which Payroll Data can be reported upon.

Pre-requisite:

A understanding of the Payroll Module.

A basic understanding of the Report Manager Module.

So that examples of reports can be created based on participants requirements. It is requested that details of the types of reports required be submitted to training@itvision.com.au **1 (one) week** before the webinar date. Should no report examples be submitted a generic overview only will be provided.

Course Outline:

Getting the Right Data for your Report

- An overview of the Main Files used by the Payroll Module
- How to determine which fields you require in the report.
- Planning your report.

How to Create a Simple Report

- An overview of creating a simple report that shows all current employees and which week number they currently have assigned.

How to Create a Filtered Report

- An overview of creating a leave report which shows hours entitled only, for a selected leave type.

What Reports do you Need?

- Based on examples submitted by participants a selection of requested reports will be demonstrated. ***This section will depend on feedback provided one week before course date.***

To lodge your Booking or for further information please contact Ann Bull on (08) 9315 7000 or email training@itvision.com.au