



Payforce Custom Reporting



A more human resource.®

Cost: \$850 per person

Duration: One Day

Program Overview

Provide your team with the right reporting tools and techniques. Learn to get the data you need to generate functional reports and avoid the manual intervention process.

During this program you will learn to save time by automating the report output process and generate files that integrate easily with other applications. You will learn how to extract the information you need and customise reports for your own requirements.

This program is ideal for:

- Payroll Professionals
- HR Professionals
- Finance Professionals

Program Inclusions

- A comprehensive manual covering all aspects of the program
- An interactive classroom experience where learning is enhanced
- Lunch and refreshments

Prerequisites

- Basic knowledge of Payforce

Learning Objectives

By the end of this session you will be able to:

- Explain the structure of a database
- Locate data to generate reports
- Produce filtered reports
- Create mathematical formulas within reports
- Outline the difference between User Defined Reports (UDR), Dynamic Report Writer (DRW) and Windows Defined Reports (WDR)
- Generate reports with company-specific data

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For more information email learning@adp.com or call 1800 000 729