Course Outline | **Are you making the most of MicrOpay's reporting tools?**

Have you settled on a few key reports in the system and ignored the rest?

You already know the essential reports used in the payroll process, and perhaps have rarely needed to look beyond these at the breadth of MicrOpay's reporting options. This comprehensive eLearning module reviews basic MicrOpay reporting skills then builds on these to leave you aware of every reporting choice in the system and its relative strengths.

What does this course cover?

- Ways of categorising system reports which in turn assists when looking for an alternative report.
- Grids versus page-based reports; their functions and strengths.
- Lists of all the reporting options including the hidden or optional ones.
- Dependencies that impact a report's outputs.
- Reports that change your payroll system.
- Creation of custom IQ reports.
- The impact of deductions on your reporting choice.
- Examples of tracking payroll data across every reporting choice.

Target audience

Customers new to the system or a few years into their applied use, looking to optimise application of system reports.

What do you need to know

Everyday use of the system and the payroll process.

Delivery method

A fresh, web-page-like environment with puzzles, content to read, and interactive recordings.

Duration

The idea of this course is that you dip in and out as required. If you were to consume all the content in one go, trying ideas out on your own system, we estimate it would take 60 minutes.