

TRAINING HIGHLIGHT:

CERTIFICATE IN ALESCO DISCOVERER V12 PAYROLL SYSTEM

**PURPOSE:**

The Discoverer Training is a hands-on course covering the following areas:

- The concepts of Discoverer Reporting
- The data extraction process from Alesco
- Navigation - Discoverer Plus and Discoverer Viewer
- Structure of the Business Areas and Business Folders
- Building a basic Discoverer Report using the Workbook Wizard
- Modify/customise an existing Discoverer report
- Apply formats, conditions (filters), parameters and calculations to a report
- Export, share and build a library of Discoverer reports
- Providing reports to managers
- Workshop session to build reports in accordance with each participant's needs

GREAT FOR:

This course is aimed at HR, Finance, and Payroll Professionals who have a need to create ad hoc reports and queries against the Alesco database for themselves or their manager.

Ideally, trainees should have attained the Basic and Advanced Certificates in Alesco, or have experience in the following Alesco HRIS modules:

- HR Operations Administration
- Payroll finance outputs
- Payroll Processing and Preparation
- Leave Administration Operations

An understanding of relational databases, the Alesco table structure and prior exposure to a third party reporting tool is advantageous.

K1,980.00 + 10% GST**2 DAYS****ASSESSMENT:**

There is no formal assessment for this course – trainees will be awarded a certificate at the completion of the course.

Register Now:**+675 79075580****training@concept.com.pg****www.conceptgrouppng.com****About Concept Group**

We are HR specialists with loyal clients, passionate about helping Papua New Guinean companies become more successful, by helping them better manage the people within it.