HRF-PA060

Basics of Quick Data Entry and Reporting

After completing the training, participants will be able to perform fast entry of SAP master data, create statistical evaluations, create ad hoc queries and create selection variants.

Target groups

SAP HR users with prior knowledge in Personnel Administration

Recommended prerequisites

Navigation in SAP (HRF-ALG010)
Knowledge in Personnel Administration (HRF-PA010 – HRF-PA050)

Contents

Fast entry of personnel master data
Standard reports in personnel administration
Ad hoc query
Selection variant

Scope of services

Organisation of the training
Provision of training systems
Catering if required
Training materials

Framework conditions

Flexible scheduling
On-site / online
Individual training / group training

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