Query Manager - Intermediate training

Course duration: 2 Day

This course will equip your reporting team with the knowledge and confidence to use Query Manager for all their HCM business reporting needs.   The course includes a practical component, in which participants will practise using the product in a guided and supervised environment.

Course agenda:

- **QM basics overview**
- **QM Community Hub/Forum**
    - Registration/Benefits
- **Delivered Content/Queries**
    - Exploring & using the sample queries for everyday business requirements
- **Build fundamentals**
    - Important concepts for building any Query
- **Query designer – Key concepts**
    - Data Sources (Basic vs Extended Views)
    - Table structures and additional fields (containing SAP derived values)
    - Properties settings for: Queries, Tables, Fields, Output, etc.
    - How 'Include NULL values' can assist for identifying exceptions
- **Query execution & output types**
    - Different Output types
    - Email set-up & distribution
    - Using variants (ALV/Dynamic)
    - Execution via Personnel Planning
- **Payroll Queries**
    - Payroll Wizard vs. Expert mode
- **Personnel Planning Queries**
    - Exception reporting
    - Delivered Organisational levels (up to 20 levels)
    - Additional available fields (eg. Supervisor, Proficiencies, etc)
- **Additional features**
    - Formulas and Expressions
    - Quick Builder & Field Finder
    - OCX control file
- **Administration workbench configuration**
    - Data Source maintenance
    - QM Portal environment
    - Query Group maintenance
    - Global settings & defaults