

Workshop Query with SAP® ERP HCM

Learn from our experts how to fully use Ad-hoc-Query and SAP Query and how to quickly create reports without programming knowledge.

Experience the powerful reporting tool with all its features and reduce manual work and programming costs in HR Reporting.

Fixed price offer for a one-day workshop of 1500 Euro

Background:

- Query in SAP HR is a very powerful and efficient tool to create reports without programming knowledge.
- In many companies the two Query tools Ad-hoc-Query and SAP Query are used not at all or only partly, because the features are rarely known. This particularly concerns the improvements of the last years.
- With both tools you can report data from personnel administration (incl. payroll and time management), recruiting, personnel planning and –development, travel expenses and customizing data, too.
- Additionally you can enhance the infosets with cluster data and data of customer programs.
- Both tools fulfill different requirements. We strongly recommend using both of these tools.

Services included:

- First we give a short overview about HR Reporting in general. You get to know which Reporting tools to use in which circumstances and how the Query fits in this concept.
- Then we explain the basis of Query – the infoset. What belongs to an infoset and how can you enhance it, e.g. by fields which the infoset does not yet

provide? We also explain to you „switches“ allowing you to change the settings for the query generator logic.

- In the one-day workshop we also introduce you to the areas of usage for Query in SAP HR. Which possibilities and which boundaries do you have using the Query in personnel administration, payroll, organizational management and travel expenses, etc.?
- You also get to know the differences between Ad-hoc-Query and SAP Query and you learn exemplary special features of each tool.
- You'll get many useful tips how using the Query tool will be a success for your organization.
- In this workshop we will also support you in authorizations, transport of queries and infosets, etc.
- Based on the workshop results we can offer you a Query training tailored to your needs and target group.

Fixed price offer:

Our fixed price includes workshop preparation and travel expenses, VAT not yet contained. (This offer is valid within Germany – for workshops in other countries we will be glad to submit an offer.)

Contacts:

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