



“The degree of success employees have had in transitioning to Skyward® is related to their level of participation in and completion of courses in the PDC.”

RANDY BRISON, STUDENT DATA MANAGER
Dickson County School District, TN
Enrollment: 8,309



Professional Development Center (PDC)
Course Catalog

STUDENT MANAGEMENT COURSES

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STUDENT MANAGEMENT QUICK START COURSES

Self-service training portal for just-in-time knowledge transfer. Builds stakeholder confidence, increases buy-in, and reduces productivity loss due to inefficient use of technology.

Administrators and/or department leaders can track employee progress to ensure consistency and provide ongoing support.

The screenshot displays the Skyward Professional Development Center interface. The top navigation bar includes the Skyward logo and the text "Professional Development Center". A breadcrumb trail shows "Home" and "Demographics Quick Start". On the right, there is a "Your progress" indicator with a question mark icon.

The left sidebar contains two main sections: "NAVIGATION" and "ADMINISTRATION". Under "NAVIGATION", there are links for "Home", "Dashboard", "Site pages", "Current course", and "Demographics Quick Start". The "Demographics Quick Start" section is expanded, showing sub-links for "Participants", "Demographics Quick Start Course", "Student Profile & Look-up Options", "Student Add Process", "Entry & Withdrawal Process", "Report Templates", "Demographic Reports", "Print Queue", and "Quiz". Under "ADMINISTRATION", there are links for "Course administration" and "Grades".

The main content area is titled "Demographics Quick Start Course" and includes a progress indicator "Your progress 3/3". Below the title, there is a paragraph: "Please complete the reading and then review the recording or simulation that follows before moving on to the next reading. Make sure that you watch the overview recording prior to starting the first session." The course content is organized into three sections:

- Demographics Quick Start Course**:
 - Introduction to the Professional Development Center (document icon)
 - This document provides valuable information to assist you with completing your Professional Development Center course.
 - Demographic Quick Course Overview - 2:37 (video icon)
- Student Profile & Look-up Options**:
 - Student Profile & Look-up Options (document icon)
 - Look-up Options (video icon)
- Student Add Process**:
 - Student Add Process (document icon)
 - Entry Defaults - 3:59 (video icon)
 - Student Add Process (video icon)

Demographics Quick Start Course

STUDENT MANAGEMENT COURSES
STUDENT MANAGEMENT QUICK START COURSES

ATTENDANCE

Course Overview: Learn how to create attendance entries, attendance reports, report templates and print queues and how to take attendance using Educator Access+.

Goals:

- Create and modify attendance entries.
- Create and manage report templates and print queues.
- Create and maintain attendance reports.
- Create and manage attendance through Educator Access+.

CURRENT YEAR SCHEDULING

Course Overview: Master how to build a course master, build schedules, create and manage report templates and print queues, and create scheduling reports.

Goals:

- Build a course master.
- Create and maintain schedules for students.
- Create and maintain schedules for classes.
- Create and maintain report templates.
- Create and maintain print queues.
- Create and maintain scheduling reports.

DATA VERIFICATION

Course Overview: Learn how to run reports to verify that the information in your system is accurate and explain the utilities that can be run to update any inconsistencies in your data.

Goals:

- Build and maintain report templates and print queues.
- Create and maintain demographic reports and utilities.
- Create and maintain NCLB reports.
- Create and maintain family reports and utilities.
- Create and maintain entity counts reports and utilities.
- Create and maintain staff reports and utilities.
- Create and maintain address utilities.
- Create and maintain name maintenance utilities.
- Create and maintain advance features setup.

DEMOGRAPHICS

Course Overview: Gain knowledge on how to look up student profiles, how to add a student profile, create and view entry and withdrawal processes, create report templates, demographic reports and print queues.

Goals:

- Look up student profiles.
- Successfully add a student profile.
- Create and maintain student entry and withdrawal records.
- Successfully complete a status change.
- Create and maintain a report template.
- Create and maintain a demographic report.
- Create and maintain print queues.

DISCIPLINE

Course Overview: Learn how to enter student discipline records by entering offense, action and action detail records. You will also learn how to update those action detail records, how to enter discipline referrals from the Educator Access+ and the Gradebook, and also how to run a student discipline report.

Goals:

- Look up student profiles.
- Successfully add a student profile.
- Create and maintain student entry and withdrawal records.
- Successfully complete a status change.
- Create and maintain a report template.
- Create and maintain a demographic report.
- Create and maintain print queues.

EDUCATOR ACCESS+

Course Overview: This course will navigate you through the key features of Educator Access+ including: how to post daily attendance, where to view your students and classes, and where to view any homerooms and activities you are attached to.

Goals:

- Post daily attendance by student and/or class.
- Assign seating.
- Survey attendance by student and/or class.
- Add a discipline referral.
- View your students and classes.
- View and manage your homerooms and activities.
- Add an activity event.
- Create and print reports.

FUTURE SCHEDULING

Course Overview: Gain knowledge on the future scheduling process including scheduling for an upcoming year without effecting the current years schedule.

Goals:

- Create a new course.
- Delete and inactivate a course in the course master.
- Create a new section and meeting pattern.
- Initialize class meet details.
- Enter a “gotta be” class in the class master.
- Create and print course availability list.
- Request entry with and without an availability list.
- Enter a quick entry.
- Update estimated number of sections.
- Create and manage course conflict matrix.
- Create and manage student schedule generation.
- Create and manage student schedules.

GRADING

Course Overview: Individuals will learn how to enter in student grades, how to run report cards and other grading reports, how to enter in student historical grades, and how to print off transcripts.

Goals:

- Make a grade entry by student, class or by class - per student.
- Print district and standards based report cards.
- Create and maintain transcripts.
- Create and maintain grade reports, student rank, and honor roll reports.
- Create and maintain grade history report.

HEALTH RECORDS

Course Overview: This course will highlight how to enter in a wide range of health information for your students within your districts including: medications, vaccinations, childhood illness, and a number of health tests.

Goals:

- Add a hearing, vision, and childhood illness record.
- Print report queue.
- Create and manage vaccination entries and reports.
- Create and manage medication entries and medication reports.
- Add health record utilities.
- View and manage health record reports.

STUDENT MANAGEMENT COURSES
STUDENT MANAGEMENT QUICK START COURSES

INQUIRY OVERVIEW

Course Overview: Learn how to use a student profile and/or student browse to look up student information.

Goals:

- Browse and locate a student within student browse.
- Create a filter in student browse.
- Add a favorite in student locator.
- Create and print report templates and queues.
- Manage entry/withdrawal student reports.

SECONDARY GRADEBOOK

Course Overview: This course will clarify how to track assignment scores for students and then use assignment scores to calculate into a term, semester and/or final grade.

Goals:

- Navigate and manage my Gradebook.
- Create a score method in the categories tab.
- Add an assignment in the assignments tab.
- Manage assignment scoring including: score entry, mass assign scores and quick scoring.
- Create and maintain grade adjustments.
- Post and verify grades.
- Create and maintain grade change requests.
- Create and maintain student and assignment display options.
- View and manage grade sheet and progress detail reports.

STANDARDS GRADEBOOK

Course Overview: Gain knowledge on how to track event scores which then are calculated into a subject and skill grade.

Goals:

- Navigate my Gradebook.
- Add an event in the events tab.
- Create and manage score events including score entry and quick scoring.
- Get ready for report cards with entering/adjusting skill and subject grades.
- Get ready for report cards with grading subjects.
- Create and manage request grade changes.
- Create and manage student and event displays.
- Create and manage grade sheet reports and standards report cards in the reports tab.

STUDENT MANAGEMENT COURSES
STUDENT MANAGEMENT SETUP COURSES

These courses will provide the training needed to setup essential codes and configurations needed to utilize the Skyward Student Management Suite.

The screenshot displays the Skyward Professional Development Center interface. The top navigation bar includes the Skyward logo and the text "Professional Development Center". Below the logo, there is a breadcrumb trail: "Home > Attendance Set-up". The main content area is titled "Attendance Set-up Quick Start Course" and includes a "Your progress" indicator. The course content is organized into three sections: "Attendance Set-up Quick Start Course", "Attendance Configurations Setup", and "Attendance Codes Setup". Each section contains a list of items with checkboxes indicating completion status. The left sidebar contains navigation and administration menus.

NAVIGATION

- Home
- Dashboard
- Site pages
- Current course
 - Attendance Set-up**
 - Participants
 - Attendance Set-up Quick Start Course
 - Attendance Configurations Setup
 - Attendance Codes Setup
 - Report Templates and Print Queue
 - Attendance Setup Utilities
 - Quiz
 - My courses

ADMINISTRATION

- Course administration
 - Grades

Attendance Set-up Quick Start Course Your progress ?

Please complete the reading and then review the recording or simulation that follows before moving on to the next reading. Make sure that you watch the overview recording prior to starting the first session.

- Introduction to the Professional Development Center
- This document provides valuable information to assist you with completing your Professional Development Center course.
- Attendance Setup Overview - 5:15

Attendance Configurations Setup

- Attendance Configuration Setup

Attendance Codes Setup

- Attendance Codes Setup
- Calendar Codes - 7:39
- Creating a Calendar

Attendance Setup Course

STUDENT MANAGEMENT COURSES
STUDENT MANAGEMENT SETUP COURSES

ATTENDANCE

Course Overview: This course will teach you how to setup configurations, codes and helpful information when building attendance.

Goals:

- Configure attendance setup.
- Create and manage calendar codes.
- Create and print report templates and queues.
- Manage and change mass change subsystem control dates in attendance setup utilities.

CURRENT YEAR SCHEDULING

Course Overview: This course will discuss the items required to set up courses for the current school year.

Goals:

- Configure current year scheduling codes.
- Add building codes and room.
- Add a homeroom code.
- Add a course length set and control sets.
- Add day pattern and scheduling period time.
- Utilize the homeroom quick entry.

DEMOGRAPHICS

Course Overview: This course will cover the codes and configurations needed in order to add in a student.

Goals:

- Navigate and manage demographic codes.
- Default parameters for entry and entity.
- Default parameters for entity withdrawal/re-entry.
- Navigate and manage product setup configurations.

DISCIPLINE

Course Overview: This course will highlight how to setup the discipline area which includes: discipline codes, configurations and utilities.

Goals:

- Navigate and manage discipline codes.
- Navigate and manage discipline configurations.
- Navigate and manage discipline utilities.

STUDENT MANAGEMENT COURSES
STUDENT MANAGEMENT SETUP COURSES

FAMILY/STUDENT ACCESS

Course Overview: Learn how to allow families and students to access student information such as grades and attendance and how to use Family/Student Access as a communication tool between staff members, students and families.

Goals:

- Configure acceptable use policy and alias login and password.
- Change passwords with security configurations.
- Manage entity configurations.
- Setup teacher conferences.
- Manage course requests.
- Setup teacher conferences.
- Setup arena scheduling.
- Create and manage online assignments.
- Setup and manage online registration.
- Create and manage online forms.
- Setup and manage New Student Online Enrollment.
- Manage Family and Student Access utilities.
- Manage Family and Student Access users.
- Manage Family and Student Access reports and usage.

FUTURE SCHEDULING

Course Overview: This course will cover the codes, configurations and utilities required to begin the future scheduling process.

Goals:

- Configure future scheduling.
- Add and manage scheduling periods and course length.
- Manage and print record templates and queues.
- Clone scheduling information and mass add students to an entity.

GRADING

Course Overview: Individuals will learn how to utilize grading codes, configurations, GPA configuration and the setup of report cards.

Goals:

- Navigate and manage grading codes.
- Setup and configure grading period.
- Setup GPA fields.
- Create and manage course master - grading fields.
- Setup and configure district report card templates and basic standards report cards.

STUDENT MANAGEMENT COURSES
STUDENT MANAGEMENT SETUP COURSES

HEALTH RECORDS

Course Overview: Learn how to utilize the codes, configurations and utilities that need to be setup or run prior to using the health records area.

Goals:

- Navigate health record codes.
- Configure health records including vaccinations.
- Create and manage report templates and print queues.
- Manage and use vaccination utilities and merge health record codes.
- Manage health forms.

STUDENT MANAGEMENT COURSES
STUDENT MANAGEMENT SPECIALTY COURSES

For those who desire a more focused, in-depth understanding of specific areas within Skyward.
Designed for IT staff, district trainers, and other “power users” of Skyward.

Mastery courses feature the same multimedia content as quick start, with a deeper, area-level focus. Resources include written instructional content, videos, software simulations, practical exercises, and assessments.

The screenshot shows the Skyward Professional Development Center interface for the Data Mining Specialty Course. The header includes the Skyward logo and the text "Professional Development Center". A breadcrumb trail shows "Home > Data Mining Specialty Course".

NAVIGATION

- Home
- Dashboard
- Site pages
- Current course
 - Data Mining Specialty Course**
 - Participants
 - Data Mining Specialty Course
 - Data Mining Basics
 - Miscellaneous
 - Advanced Data Mining
 - Quiz
 - My courses

ADMINISTRATION

- Course administration
- Grades

Data Mining Specialty Course Your progress ?

Please complete the reading and then review the recording or simulation that follows before moving on to the next reading. Make sure that you watch the overview recording prior to starting the first session.

- Introduction to the Professional Development Center
- This document provides valuable information to assist you with completing your Professional Development Center course.
- Data Mining Overview - 0:59

Data Mining Basics

- Data Mining Browse Screen
- Data Mining Browse - 4:38
- Basic Report Setup
- Basic Report Generation
- Data Mining - Create Report

Miscellaneous

SEARCH FORUMS

[Advanced search ?](#)

UPCOMING EVENTS

There are no upcoming events

[Go to calendar...](#)

RECENT ACTIVITY

Activity since Sunday, August 28, 2016, 11:00 AM

[Full report of recent activity...](#)

No recent activity

Data Mining Specialty Course

STUDENT MANAGEMENT COURSES
STUDENT MANAGEMENT SPECIALTY COURSES

NSOE

Course Overview: Gain knowledge on how to use the New Student Online Enrollment area starting from setup, to how parents will complete online applications to enroll their students and then how to process the application to add the new students into your database.

Goals:

- Manage and setup NSOE.
- Manage and navigate NSOE enrollment portal.
- Create NSOE enrollment requests in Family Access.
- Manage and create report templates and print queues.
- Manage NSOE application process.

TEST SCORES

Course Overview: Learn the steps to utilize the test score area in Skyward.

Goals:

- Setup test score codes.
- Utilize test score builder.
- Enter test scores from the student profile.
- Create an entry by student.
- Create an entry by test.
- Create a test score import.
- Utilize test score analysis.
- Create and manage test score reports.
- Utilize test score utilities.

DATA MINING

Course Overview: This course will teach the information you need to know to utilize the data mining tool.

Goals:

- Navigate and manage data mining basics such as browsing and report setup.
- Create data mining address labels.
- Create data mining processing lists.
- Setup advanced report and report generation.

STUDENT MANAGEMENT COURSES
STUDENT MANAGEMENT SPECIALTY COURSES

ATTENDANCE LETTERS

Course Overview: Gain knowledge of the codes and configurations needed to build attendance letters, run manual attendance letters, schedule an attendance letter, create custom attendance letters, and recall attendance letters that were sent in error.

Goals:

- Manage and setup attendance letter codes and configurations.
- Manually run letter updates and attendance letters.
- Schedule attendance letters.
- Add custom attendance letters.

CUSTOM FORMS

Course Overview: Build, maintain and report custom forms for students, families, special education and Response to Intervention.

Goals:

- Build a Custom Form
- Build an Advance Custom Form
- Utilize Custom HTML Forms
- Successfully access Custom Forms
- Enter data into Custom Forms

ONLINE REGISTRATION

Course Overview: Learn how to verify and update student information, fill out custom forms, submit a food service application, make a fee management or food service payment, and how to easily sign up for child care in Family Access.

Goals:

- Setup Online Registration Setup
 - Guardian and Step options
- Create Online Registration Users and Online Approvals
- Print and manage report templates

SKYBUILD

Course Overview: Learn the Skybuild tools needed to export data within your solution and how to import data from other systems into Skyward.

Goals:

- Export using Skybuild.
- Group fields and data reference using Skybuild.
- Successfully import into Skybuild.
- Create specific values within imports.

TASK MANAGER

Course Overview: This course will help you prepare to utilize the task manager area by turning on special options and features, build processes and tasks, and learn how administrators and staff can view the tasks that have been assigned to them.

Goals:

- Setup process and steps in task manager.
- Complete a task.
- Manage and review report templates and print queues.
- Understand how users can monitor ongoing and complete processes.

BUSINESS MANAGEMENT COURSES

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BUSINESS MANAGEMENT QUICK START COURSES

Self-service training portal for just-in-time knowledge transfer. Builds stakeholder confidence, increases buy-in, and reduces productivity loss due to inefficient use of technology.

Administrators and/or department leaders can track employee progress to ensure consistency and provide ongoing support.

The screenshot displays the Skyward Professional Development Center interface. At the top left, the logo and name 'SKYWARD Professional Development Center' are visible. A breadcrumb trail shows 'Home > Payroll Quick Start'. The left sidebar contains a 'NAVIGATION' menu with options like 'Dashboard', 'Site pages', 'Current course', and 'My courses'. The 'Current course' section is expanded to show 'Payroll Quick Start' with sub-items: 'Participants', 'Payroll Quick Start', 'Employee Profile', 'Payroll Processing', 'Payroll Reporting', 'Year End Processing', 'Quiz', and 'My courses'. Below this is an 'ADMINISTRATION' section with 'Course administration' and 'Grades'. The main content area is titled 'Payroll Quick Start' and includes a progress indicator 'Your progress ?'. It lists two items: 'Introduction to the Professional Development Center' and 'Payroll Quick Start Overview - 2:29', both with checkboxes. Below this is an 'Employee Profile' section with a list of items: 'Employee Add Process', 'Employee Add Process - Demographics - 5:12', 'Employee Add Process-Demographics', 'Direct Deposit and Benefits/Deductions Add Process', 'Pay Record Add Process', 'Pay Record Add-Hourly - 3:00', and 'Contract Pay Record Add Process', each with a checkbox. On the right side, there are three panels: 'SEARCH FORUMS' with a search box and 'Go' button; 'UPCOMING EVENTS' with a message 'There are no upcoming events' and a 'Go to calendar...' link; and 'RECENT ACTIVITY' showing 'Activity since Wednesday, May 31, 2017, 8:11 AM' and a 'Full report of recent activity...' link.

Demographics Quick Start Course

BUDGETARY

Course Overview: Learn how to manage and navigate all aspects of the budgetary area within Skyward.

Goals:

- View and manage chart of accounts.
- Add, delete, and edit accounts.
- View, browse, and add vendors.
- Create and manage a requisition.
- Create and navigate purchase orders.
- Add, edit, and manage invoices.
- Submit and edit expense reimbursements.
- Maintain check requests.
- Add and update journal entries.
- Add and update cash receipts and reports.
- Add, edit, and manage invoices.
- Add, import, and change budgets.
- Create and process year end calendars.
- Prepare and process fiscal year end reports.

EMPLOYMENT MANAGEMENT

Course Overview: This course will explain all the aspects of employee management processing including how to manage employee assignments, payroll, plan processes, and calendars.

Goals

- Add and maintain employee plan maintenance.
- Increase step process and plan calendar cycle.
- Import and export payroll assignments.
- View and manage employee management plan reports and employee letter guides.
- Add, edit, and manage employee management utilities.
- View and navigate employee management year end checklist guide.

EMPLOYEE ACCESS

Course Overview: Learn how to view employee access from the users' perspective.

Goals:

- View and navigate Employee Access calendar, payroll, and personal information.
- Submit and approve time off.
- Submit, approve, and manage expense reimbursements.
- Manage and approve True Time entries and submissions.
- View and manage True Time data reports.

TIME OFF

Course Overview: Learn how to process Time Off from the users' perspective.

Goals:

- Setup Time Off profile.
- Add a Time Off Transaction.
- View and manage Time Off utilities.
- View and manage Time Off reporting and year end roll.

PAYROLL

Course Overview: This course includes the documentation, recordings and simulations needed to view and manage all aspects of Payroll.

Goals:

- Understand the ins and outs of payroll processing including:
 - payroll pre-verify through post-verify
 - payroll select guide, selection transactions
 - ACH guide
 - void check process
 - quick void process
 - manual check process
 - accounting adjustment process
 - mass process deductions
 - mass process benefits
 - mass process pay records
- Understand the payroll reporting tools.
- Gain knowledge of year end processing.

BUSINESS MANAGEMENT COURSES
BUSINESS MANAGEMENT SETUP COURSES

These courses will provide the training needed to setup essential codes and configurations needed to utilize the Skyward School Business Suite.

The screenshot displays the Skyward Professional Development Center interface. The top navigation bar includes the Skyward logo and the text "Professional Development Center". A breadcrumb trail shows "Home > Budgetary Setup". The left sidebar contains a "NAVIGATION" menu with options like "Home", "Dashboard", "Site pages", "Current course", "Budgetary Setup" (expanded to show "Participants", "Budgetary Setup Course", "Budgetary Setup Configurations", "Codes", "Purchasing Setup", "General Inputs Setup", "Quiz"), and "My courses". Below this is an "ADMINISTRATION" section with "Course administration" and "Grades". The main content area is titled "Budgetary Setup Course" and includes a progress indicator "Your progress". It lists several items with checkboxes: "Introduction to the Professional Development Center", "Budgetary Setup Quick Start Overview - 3:50", "Budgetary Setup Configurations" (expanded to show "Systems Setup", "District Information Configuration", "Account Management Configuration", "Accounts Payable Configuration", "Purchase Order Configuration", "A/P ACH Setup Options"), and "Codes" (expanded to show "Account Dimensions").

Budgetary Setup Course

BUSINESS MANAGEMENT COURSES
BUSINESS MANAGEMENT SETUP COURSES

BUDGETARY

Course Overview: Review all of the setups required to utilize the main business package within Skyward.

Goals:

- Manage and setup budgetary codes and configurations.
- Manage and setup the purchasing process.
- Setup journal entries and cash receipts.

EMPLOYEE ACCESS

Course Overview: This course will navigate how to review and setup Employee Access from the users' perspective.

Goals:

- Setup and manage Employee Access configurations.
- Setup and manage Employee Access user guide, data range and calendar.

TIME OFF

Course Overview: Review the Time Off codes and configurations needed to setup time off processing and time accrual processing in Skyward.

Goals:

- Navigate and manage Time Off codes and accrual codes.
- Navigate calendar codes.
- Navigate Time Off configurations and accrual configurations.

BUSINESS MANAGEMENT COURSES
BUSINESS MANAGEMENT SETUP COURSES

EMPLOYEE MANAGEMENT/SALARY

Course Overview: This course will review all of the employee management configurations and codes needed to conduct employee management and salary configurations.

Goals:

- Manage and setup Employee Management and salary configurations.
- Add a salary matrix and calendar codes.
- Add and manage other codes such as EM-SN.

PAYROLL SETUP COURSE

Course Overview: Learn the setup options located within Skyward.

Goals:

- Setup and manage payroll configurations.
- Setup and manage employee and payroll codes.
- Add deduction and benefit codes.

BUSINESS MANAGEMENT COURSES
BUSINESS MANAGEMENT SPECIALTY COURSES

For those who desire a more focused, in-depth understanding of specific areas within Skyward.
Designed for IT staff, district trainers, and other “power users” of Skyward.

Mastery courses feature the same multimedia content as quick start, with a deeper, area-level focus. Resources include written instructional content, videos, software simulations, practical exercises, and assessments.

The screenshot displays the Skyward Professional Development Center interface for the 'Finance Custom Forms Specialty Course'. The top navigation bar includes the Skyward logo and the text 'Professional Development Center'. Below this, a breadcrumb trail shows 'Home > Finance Custom Forms Specialty Course'. The left sidebar contains a 'NAVIGATION' menu with options like 'Home', 'Dashboard', 'Site pages', 'Current course', 'Finance Custom Forms Specialty Course' (expanded to show 'Participants', 'Finance Custom Forms', 'Custom Form Setup and Entry', 'Quiz', and 'My courses'), and 'ADMINISTRATION' (with 'Course administration' and 'Grades'). The main content area is titled 'Finance Custom Forms' and includes a 'Your progress' indicator. It lists several items: 'Introduction to the Professional Development Center' (checkbox), 'Finance Custom Forms Overview - 1:35' (checkbox), 'Custom Form Setup and Entry' (checkbox), 'Custom Form Setup' (checkbox), 'Custom Form Data Entry' (checkbox), 'Quiz' (checkbox), 'Finance Custom Forms Specialty Course Quiz' (checkbox), 'Feedback' (checkbox), and 'Certificate of Completion' (checkbox). A note states: 'Not available unless: You achieve a required score in **Course total**'. The bottom right corner of the page is labeled 'Finance Custom Forms Specialty Course'.

Finance Custom Forms Specialty Course

BUDGETARY DATA MINING

Course Overview: Gain knowledge about the different types of reports that can be generated using Budgetary Data Mining.

Goals:

- View and navigate summary and detailed balance sheet reports.
- Add an expense summary report.
- Setup custom forms in your system.
- Combine BS and OS summary and detail reports.
- Setup custom forms in your system.
- View and navigate revenue and expense detail reports.

FINANCE CUSTOM FORMS

Course Overview: Learn how to create custom forms for vendors. This course will teach you how to add custom fields, custom screens, as well as to add advance Custom Forms. You will also learn how to then add data to forms.

Goals:

- Setup Custom Forms in your system.
- Edit and add entries to Custom Forms.

HR DATA MINING

Course Overview: Review how to create a Human Resources data mining report that pulls information from the Human Resources profile.

Goals:

- Add a Human Resources Data Mining report.

HR CUSTOM/ONLINE FORMS

Course Overview: This course will teach you how to manage and setup your custom and online human resources forms and how to enter data into these forms.

Goals:

- Manage and setup Custom Forms.
- Manage and setup Online Forms.
- Be able to enter data in Custom Forms.
- Be able to enter data in Online Forms.



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