

PROSOFT Leave Management System (SQL21) Training Outline

Course Objectives

Upon completion of the course, participants will be able to: -

- Understand the relationship of the PROSOFT System modules.
- Set-up Leave Entitlement / Leave Type Table.
- Differentiate a Leave Type from a Leave Group.
- Enter and amend Leave records.
- Understand the Concept of Earned Leave, Carry Forward and Forfeiture.
- Generate Simple Query using PROSOFT Query Writer.
- Generate reports showing the staff's Leave entitlement, Leave record details (Annual Leave taken, Medical Leave taken, etc), Annual Leave Status details (Leave balance, Leave forfeiture, Leave carried forward, etc.)

Course Contents

- The flow of the PROSOFT System modules
- The flow of the Leave Management System
- Employee Master record Maintenance
 - Adding, deleting and editing the employee record in the Employee Master Form
- Setting up of the Master Tables
- Leave setup
 - Setting up of the Leave Entitlement Master
 - The Concept of Leave Group / Leave Type
 - Entering of Leave Records
 - Explanation of Leave Status Screen
 - Entering of Additional Earned Leave
 - Generation of Leave Reports
 - Earned leave/ Year End Processing
 - Purging of Leave Transactions
 - Global Update of Leave Records / Additional Earned Records
- Building queries using the PROSOFT Query Writer
- Generate Audit Log reports

Methodology

A combination of lecture, discussions and hands-on exercises

Duration

Approximately 7 hours