



## Training Course Portfolio

Course Title	Duration	Costs
PS enterprise® HR	1 day	On request
PS enterprise® Payroll	1 day	
PS enterprise® AMS	1 day	
PS enterprise® Recruitment	1 day	
PS enterprise® Training Application	1 day	
Basic Impromptu with PS enterprise® HR	1 day	
Advanced Impromptu with PS enterprise®	2 days	
Building Impromptu Catalogs in PS enterprise®	1 day	

Configuring PS enterprise® HR	1 day	
Configuring PS enterprise® Payroll	1 day	
Understanding PS enterprise® Payroll Formula	1 day	
Configuring PS enterprise® Security	1 day	
Building new PS enterprise® Windows	1 day	
Basic SQL with PS enterprise®	2 days	
Advanced SQL with PS enterprise®	3 days	

All training course pricing is subject to expenses and VAT.

All courses include handouts and assorted materials as required to support the course.

The above are standard courses but all training can, if you wish, be tailored exactly to your needs.



## **Course Overview**

### **PS enterprise® HR**

**Duration: 1 day**

#### **Description**

This is a hands-on training course for those delegates who work in an HR environment and need a complete understanding of the HR application. The course also allows delegates to gain an appreciation of how data within HR may affect other aspects of PS enterprise® such as Payroll and AMS.

#### **Objectives**

By the end of the course, delegates will be able to input and maintain HR data that is relevant to their organisation. Delegates will have an understanding and appreciation of other aspects of PS enterprise® such as Payroll and AMS and how these have an impact on HR. Additionally delegates will also have the skill to print a variety of existing HR reports.

#### **Contents**

- Introduction to PS enterprise®
- Understanding organisation structures
  - Understanding jobs
  - Searching for records
- Procedures for new starters
- Processing day-to-day updates
  - Dealing with leavers
  - Benefits of workbooks
- How data is used within other applications
- Printing existing HR reports
- Other reporting options

#### **Pre-requisites**

Delegates require an understanding of HR practice and procedure, but no knowledge of PS enterprise® is required.



## **Course Overview**

### **PS enterprise® Payroll**

**Duration: 1 day**

#### **Description**

This is a hands-on training course for those delegates who work in a Payroll environment and need a complete understanding of the Payroll application. The course also allows delegates to gain an appreciation of how data within Payroll may affect other aspects of PS enterprise® such as HR and AMS

#### **Objectives**

By the end of the course, delegates will be able to process a payrun. This includes the input and maintenance of Payroll data including variable pay data. Delegates also gain an appreciation of data integrity, the importance of requesting backups and the choices available for reversing a payrun and recovering from errors. Delegates will gain an understanding and appreciation of other aspects of PS enterprise® such as HR and AMS.

#### **Contents**

- Introduction to PS enterprise®
- Searching for records
- Procedures for new starters
- Processing changes such as tax code updates
- Preparing for a payrun
- Processing a payrun and error checking
- Dealing with non-standard payments
- Processing retrospective or back pay
- Processing leavers
- Processing payments for staff who have already left
- Printing existing payroll reports
- Other reporting options

#### **Pre-requisites**

Delegates require an understanding of payroll procedures but no knowledge of PS enterprise® is required.



## **Course Overview**

### **PS enterprise® AMS**

**Duration: 1 day**

#### **Description**

This is a hands-on training course for those delegates who need to process absence data within PS enterprise®.

#### **Objectives**

By the end of the course, delegates will be able to configure and process records using the AMS application. This includes the recording of various types of absence and the processing of absence related payments such as SSP.

#### **Contents**

- Introduction to AMS
- Understanding of how AMS is configured
- Methods of "attaching" employees to AMS
- Recording absences
- Benefits of using batch worksheets
- Processing absence calculations and payments
- Absence summaries
- Printing existing AMS reports
- Other reporting options

#### **Pre-requisites**

Delegates require some experience of PS enterprise® HR or Payroll but no knowledge of AMS.



## **Course Overview**

### **PS enterprise® Recruitment**

**Duration: 1 day**

#### **Description**

This is a hands-on training course for those delegates who need to process applicants using the PS enterprise® recruitment application.

#### **Objectives**

By the end of the course, delegates will be able to process applications efficiently using the recruitment application. During the course it will be necessary to utilise existing recruitment business plans to produce example letters, emails etc. If your system is not yet configured, then this should be done prior to the course taking place. CIRRUS can undertake this work for you if necessary.

#### **Contents**

- Introduction to recruitment
- Creating vacancies
- Searching for records
- Processing new applications
- Progressing applicants through the recruitment cycle.
- Producing communication for applicants
- Processing unsuccessful applicants
- Printing existing recruitment reports
- Other reporting options

#### **Pre-requisites**

Delegates require an understanding of their organisation's recruitment procedures but no knowledge of PS enterprise® is required.



## **Course Overview**

### **PS enterprise® Training Application**

**Duration: 1 day**

#### **Description**

This is a hands-on training course for those delegates who need to use the PS enterprise® application.

#### **Objectives**

By the end of the course, delegates will be able to fully utilise the training application and recognise the benefits of doing so. During the course it will be necessary to utilise existing business plans to produce documents such as joining instructions, emails etc. If your system is not yet configured, then this should be done prior to course taking place. CIRRUS can undertake this work for you if necessary.

#### **Contents**

- Introduction to the training application
- Understanding of how the training application is configured
  - Searching for records
  - Setting up courses
  - Scheduling course events
  - Booking delegates onto events
  - Amending or re-scheduling events
  - Dealing with training needs analysis
  - Understanding options for costing
- Understanding option for processing evaluations
- Printing existing training application reports
- Other reporting options

#### **Pre-requisites**

Delegates require an understanding of how training course bookings are currently handled within their organisation but no knowledge of PS enterprise® is required.



## Course Overview

### Basic Impromptu with PS enterprise®

**Duration: 1 day**

#### Description

This is a hands-on training course for those delegates already familiar with PS enterprise® but need to produce reports using Impromptu. Delegates will gain new skills to enable them to identify the appropriate Impromptu features to use in order to achieve a particular result. These skills will be gained through the use of realistic and practical examples during the course. For this course to be most effective delegates will need access to any bespoke catalogs you may have and a recent copy of the live database.

#### Objectives

- Understand basic structure of Impromptu catalog
- Open and run standard reports
- Create, edit and run simple reports
- Respond to prompts and add or remove filters on simple and standard reports
- Add customised formatting to both standard and simple reports.

#### Contents

- The catalog
- Accessing existing reports
- Producing new reports
- Formatting reports
- Using the query window
- Grouping and sorting
- Creating calculated columns
- Standardising reports using templates
- Filters and Prompts
- Functions
- Conditional Formatting

#### Pre-requisites

Delegates require a working knowledge of PS enterprise®. Knowledge of Impromptu is not required.



## Course Overview

### Advanced Impromptu with PS enterprise®

**Duration: 2 days**

#### Description

This course is designed to complement the Basic Impromptu Course and will cover new topics as well as reviewing some of those featured in the Basic Course. Delegates will gain new skills to enable them to identify the appropriate Impromptu features to use in order to achieve a particular result. These skills will be gained through the use of realistic and practical examples during the course. For this course to be most effective delegates will need access to any bespoke catalogs you may have and a recent copy of the live database.

#### Objectives

- Create cross tab reports.
- Use Dataset Filters to identify missing information.
- Write and use drill through reports.
- Create complex calculations within reports.
- Add customised charts into reports to display results in a graphical format.
- Understand the use of the scheduler to run reports unattended.

#### Contents

- The catalog
- Accessing existing reports
- Producing new reports
- Formatting reports
- Report design
- Advanced grouping and sorting
- Using the toolbar report functions
- Storing reports for future use
- Using the query window
- Grouping in headers and footers
- Creating calculated columns
- Producing cross tab reports
- Using sub-reports
- Drill through reports
- Use of data sets
- Conditional reporting
- Inserting charts into reports
- Period in time reporting

#### Pre-requisites

This is a hands-on training course for those delegates already familiar with PS enterprise® and have attended the “Basic Impromptu for PS enterprise® Course”.



## **Course Overview**

### **Building Impromptu Catalogs in PS enterprise®**

**Duration: 1 day**

#### **Description**

This is a hands-on training course for those delegates who wish to build and configure their system for specialised reporting requirements.

#### **Objectives**

- Understand basic structure of Impromptu catalog.
- Open and run standard reports
- Create, edit and run simple reports
- Respond to prompts and add or remove filters on simple and standard reports
- Add customised formatting to both standard and simple reports.

#### **Contents**

- Catalog automation wizard
- Reviewing database changes
- Copying and amending existing catalogs
  - Defining new catalog
  - Creating inner and outer joins
  - Adding alias tables
  - Creating folders
- Creating conditions and calculations
- Generating the catalog
- Catalog security and passwords
- Catalog housekeeping

#### **Pre-requisites**

This is a hands-on training course for those delegates already familiar with PS enterprise® and have attended the Basic Impromptu for PS enterprise® Course as well as Advanced Impromptu for PS enterprise® Course.



## **Course Overview**

### **Configuring PS enterprise® HR**

**Duration: 1 day**

#### **Description**

This is a hands-on training course for those delegates who work in an HR environment and need a complete understanding of the HR application and how to configure the system to meet the needs of a changing organisation. The HR application is not covered in isolation and delegates will gain a good appreciation of how data within HR may affect other aspects of PS enterprise® such as Payroll and AMS. This course differs from the “PS enterprise® HR” course as there is more emphasis on configuration topics and less emphasis on day-to-day operational tasks.

#### **Objectives**

By the end of the course, delegates will be able to configure or re-configure the HR system. This includes an in depth understand of organisation structure and the concept of jobs within the systems.

#### **Contents**

- Introduction to PS enterprise®
- Understanding organisation structures
  - Understanding jobs
  - Searching for records
  - Procedures for new starters
  - Processing day-to-day updates
  - Dealing with leavers
  - Benefits of workbooks
- How data is used within other applications
- Printing existing HR reports
- Other reporting options

#### **Pre-requisites**

Delegates require an understanding of HR practice and procedure, but no knowledge of PS enterprise® is required.



## **Course Overview**

### **Configuring PS enterprise® Payroll**

**Duration: 1 day**

#### **Description**

This is a hands-on training course for those delegates who work in a Payroll environment and need a complete understanding of the Payroll application and how the system has been previously configured. This course differs from the "PS enterprise® Payroll" course as there is more emphasis on configuration topics and less emphasis on day-to-day operational tasks.

#### **Objectives**

By the end of the course, delegates will have an understanding of how their payroll application has been configured and how to maintain the application with a concentration on aspects such as elements and awards. The course also gives an understanding of the input and maintenance of Payroll data including variable pay data. Delegates also gain an appreciation of data integrity, the importance of requesting backups and the choices available for reversing a payrun and recovering from errors.

#### **Contents**

- Introduction to PS enterprise®
  - Searching for records
- Understanding elements, awards and positions
  - Introduction to payroll formula
  - Preparing for a payrun
- Processing a payrun and error checking
  - Dealing with non-standard payments
  - Processing retrospective or back pay
  - Processing leavers
- Processing Payments for staff who have already left
  - Printing existing payroll reports
  - Other reporting options

#### **Pre-requisites**

Delegates require an understanding of PS enterprise® but no knowledge of PS enterprise® payroll is required.



## **Course Overview**

### **Understanding PS enterprise® Formula**

**Duration: 1 day**

#### **Description**

This is an advanced course aimed at those delegates who have a good working knowledge of the Payroll application and wish to become experts in writing Payroll Formula.

#### **Objectives**

By the end of the course, delegates will understand all aspects of Formula within the PS enterprise® Payroll environment. Although a key part of the course is the creation of new formula, delegates will also gain the skills necessary to analyse and amend existing formula.

#### **Contents**

- Introduction to PS enterprise® formula
- Methods of creating and testing formula
  - Understanding types of variables
- Using mathematical operators in formula
- Creating formula to manipulate strings
  - Constructing conditional formula
- Harnessing the power of rate tables
  - Creating nested formula
- Tips for analysing existing formula.

#### **Pre-requisites**

Delegates require a good working knowledge of PS enterprise® payroll.



## **Course Overview**

### **Configuring PS enterprise® Security**

**Duration: 1 day**

#### **Description**

This course is aimed at those delegates, with experience of PS enterprise®, who have responsibility for application security such as allocating and revoking user names and passwords. The course also covers principles of auditing and gives delegates the skill to configure an appropriate audit trail within PS enterprise®. The course discusses the issues surrounding the psadmin account and the steps that must be followed when changing the psadmin password.

A key part of the course is a discussion surrounding wider aspects of IT security and the relevance to PS enterprise®.

#### **Objectives**

By the end of the course, delegates will understand all aspects of application security and audit. Delegates will also have an appreciation of general IT security and how this is relevant to PS enterprise®.

#### **Contents**

- Introduction to PS enterprise® security
- Creating and amending users
- Using the concept of groups to simplify security
- Monitoring user activity
- Principles of system auditing
- The steps involved in changing the psadmin password
- The wider issues of IT security

#### **Pre-requisites**

Delegates require an understanding of PS enterprise®.



## **Course Overview**

### **Building New PS enterprise® Windows**

**Duration: 1 day**

#### **Description**

This course is aimed at those delegates who wish to create new tables and windows within PS enterprise®. In addition the course also gives an appreciation of advanced customisation techniques using VBA (Visual Basic for Applications). If delegates have some prior programming experience then Cirrus can arrange for an experienced VBA consultant to provide coaching onsite following this course.

#### **Objectives**

By the end of the course, delegates will be able to analyse data requirements and translate these in to tables and new windows. Delegates will also have an appreciation of the additional functionality that can be achieved using VBA.

#### **Contents**

- Introduction to PS enterprise® and the concept of new windows
- Analysing and documenting requirements.
- Creating new tables
- Building new windows based on these tables
- Implementing field level validation to control input
- Using existing table data within a new window
- Security considerations
- Impromptu considerations
- Discussion of the advanced functionality available using VBA.

#### **Pre-requisites**

Delegates require a good understanding of PS enterprise®.



## **Course Overview**

### **Basic SQL with PS enterprise®**

**Duration: 2 days**

#### **Description**

This course is aimed at those delegates who are interested in using SQL to query and, in certain circumstances, update their PS enterprise® database. This course is designed around Microsoft SQL Server® and as such the course covers Microsoft's own SQL variant which is T-SQL. If your organisation uses Oracle then you should contact Cirrus regarding availability of an Oracle version of this course.

#### **Objectives**

By the end of the course, delegates will be able to confidently use the Query Analyser tool and have a good understanding of a variety of T-SQL commands. Integrity of the PS enterprise® database is crucial and so appropriate advice is given during the course concerning commands that may be harmful. This course uses a PS enterprise® database and the examples used during the course will have relevance to those attending.

#### **Contents**

Introduction to SQL and T-SQL  
Selecting data  
Creating and deleting Tables  
Improving data selection using sub-queries  
Producing totals, counts and averages

#### **Pre-requisites**

Delegates would benefit from an understanding of PS enterprise®.



## **Course Overview**

### **Advanced SQL with PS enterprise®**

**Duration: 3 days**

#### **Description**

This course is aimed at those delegates who are familiar with the basics of SQL and wish to move to a high level of understanding and competency. This course is designed around Microsoft® SQL Server® and as such the course covers Microsoft's own SQL variant which is T-SQL. The course material is unsuitable for other versions of SQL such as that provided by Oracle. It may be possible for Cirrus to offer an Oracle version of this course. Please contact your account manager for more information.

#### **Objectives**

By the end of the course, delegates will be able to perform advanced operations on data within the PS enterprise® database.

#### **Contents**

Introduction to SQL and T-SQL  
Advanced data selection  
Creating Views  
Creating Indexes and identifying when they may be useful  
Automation using Stored Procedures and database triggers

#### **Pre-requisites**

Delegates would benefit from an understanding of PS enterprise®.

#### **TRADEMARKS**

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