



Reports Training

Using **expenses** effectively can help maximise the control and compliance you have over your employee expenses.



An excellent event! Thank you.
Very knowledgeable technical presenters



10:00	Welcome and Coffee
10:15	Report Categories <ul style="list-style-type: none">▪ Personal Report Category▪ Global Report Category
10:30	Creating Reports <ul style="list-style-type: none">▪ Expense Report▪ Paid Claims
11:15	Break
11:30	Filtering <ul style="list-style-type: none">▪ Employee Directory by Department
12:00	Report Templates <ul style="list-style-type: none">▪ Create an Expenses Claim Report Template▪ Create a Claim Current Stage Report▪ Create a Claims by Date Report
13:00	Lunch
14:00	Static and Calculated Columns <ul style="list-style-type: none">▪ Creating a Report with a Static Column▪ Creating a Report with a Calculated Column
14:30	Editing a Report <ul style="list-style-type: none">▪ Editing a Report and Hiding a Column▪ Edit a Report and Sorting a Column▪ Editing a Report and Grouping by a Column
15:00	Break
15:15	Temporary Changes <ul style="list-style-type: none">▪ Grouping and Sorting a Column at Runtime▪ Grouping by a Column using 'Column Change'▪ Adding a New/Extra Column to the Report▪ Changing the Report Filter

15:45	Sum, Average, Max and Min <ul style="list-style-type: none"> ▪ Using Sum, Average, Max and Min
16:00	Export <ul style="list-style-type: none"> ▪ Export Options ▪ Exporting a Report to an Excel Spreadsheet ▪ Scheduling an Emailed Copy of the Report as a Spreadsheet
16:30	Any other business and close of training
(This is just a guideline to the topics that will be covered throughout the day and timings will depend on the knowledge of the group)	

Cost

This course is available at a cost of £2180 +VAT per day for up to 6 attendees; this will cover the cost of lunch and training material.

(Training per person per day is £500 +VAT)

Location

The event is held at the excellent conference and training facilities at Software Europe's head office, Lincoln UK.

[Click here for directions](#)

One-to-One

Whilst our training aims to ensure that each attendee does receive the attention they need and get all they require out of the event; we will be happy to offer training on a one-to-one basis throughout the day.

One-to-one sessions can be requested in advance.

On-site Training

Please get in touch if you would like one of our in-house experts to come to your office to conduct a tailored training event for your Finance/Administration Team.

This will cost £2180 plus Software Europe expenses +VAT per day for up to 6 attendees; this will cover the cost of training material.

To book an on-site training visit please call 01522 881300.



Software (Europe) Ltd
Nibley House
Low Moor Road
Lincoln LN6 3JY

Tel: +44(0)1522 881300
Email: info@software-europe.co.uk
www.expenses-software.com
©Software (Europe) Ltd

