

**Enabling you to create new reports from predefined data containers and have a clear understanding of the management pack.**

The Pastel Accounting BIC Report Manager workshop is aimed at training the person responsible for running reports and report maintenance, including report parameters and filters. This delegate should leave the workshop with the ability to create new reports from predefined data containers and have a clear understanding of the management pack.

This course can be done classroom based, or Online at [www.alchemexacademy.com](http://www.alchemexacademy.com). Classroom delegates receive a manual and 3 month's email support. Online delegates receive 3 months access to the academy with e-mail support and an option to print the manual. On completion of each course you will need to complete an assessment and on achieving a pass mark of 70% or above, you will receive a printable certificate.

### Who will benefit by attending this course?

The Report Manager training is for a basic report writer who doesn't need to know about database tables and linkages.

For people wanting to create a new report, we recommend you do the Administrator training first.

**Course Duration:** One day (9:00 - 16:00)

**Price** (excl. Vat)

	Individual	Group
Classroom	R1,677	R6,727
Online	R999	Book four or more & receive 10% off

### Samples of workshop content

- Pastel Accounting BIC Overview & Installation
- Pastel Accounting BIC Report manager module functionality
- Layout of the BIC Report Manager module
- Running your first report
- Creating a standard report
- Managing your reports
- Report Manger Add Ins
- Scheduling a report
- Union Reports
- Report Manager Case Study
- The Management pack report