



Course: Rota Master Financials

Duration: 1 day

Fee: £ 350

Location: Wakefield

Code: FIN01

Course Overview

This course will introduce the financial principals of Rota Master and provide delegates with an understanding of the financial processes and functions of Rota Master and the knowledge and skills that are needed to manage wages and salaries.

Who will the course benefit ?

This course is intended for people who are employed as Payroll or Financial administrators and want to use the financial functions within Rota Master.

Skills Gained

This course will enable delegates to:

- Navigate the RotaMaster Financial menu options
- Understand the Personnel and Shift Financial Attributes within Rota Master
- Understand Default Shift Values and Payment Groups
- Pay staff at different rates with the Contract Builder
- Understand the options for paying personnel on a fixed salary
- Manage Shift Values
- Create and manage holiday, sick leave and other financial adjustments
- Create Static Finance Reports
- Export to Sage Line 50
- Export to Sage Payroll

Prerequisites

This course is designed for users who have completed the Rota Master Intermediate course or who have a good working knowledge of the basic Rota Master personnel, shift and rota processes

Follow-on Courses

- Rota Master Advanced
- Rota Master Updates

Course Content

Module 7: Finance

Understanding Financial Attributes on Rota Master

Understanding Personnel Financial attributes

Creating and managing Default Shift Values and Payment Groups

Paying staff at different rates with the Contract Builder

Understanding the options for paying personnel on a fixed salary

Creating and managing holiday, sick leave and other financial adjustments

Creating and managing Static Finance Reports

Exporting to Sage Line 50

Exporting to Sage Payroll