



Course: Rota Master For Accountants

Duration: ½ day

Fee: £ 180

Location: Wakefield

Code: ACC01

### **Course Overview**

This course will provide an overview of the financial processes within Rota Master and provide delegates with the knowledge and skills to interpret the financial data generated by Rota Master.

### **Who will the course benefit ?**

This course is intended for people who are Accountants or Financial Directors working within an organisation using Rota Master. This course is an overview of Rota Master financials which provides a high level of understanding to the delegate but does not go into the level of detail that Rota Master Financials course (FIN01) goes into.

### **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 personnel who have advanced training and need to understand how Rota Master handles financial data and interacts with external applications.

### **Follow-on Courses**

- Rota Master Financials

## **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