

General Overview

- Review of key concepts of report writing
- Introduction to the Payroll databases used for writing custom reports
- Using Functions and Expressions to create custom fields and queries in a report
- Relating Databases
- Creation of sample reports including:
 - Overtime Report by Department
 - Deduction Summary Report
 - Tax Withholding Summary Report
 - 401k Information by Check Date
 - Alphabetical Direct Deposit Register
 - Vacation Liability Report
 - Wage and Hour Detail for a Given Period