



Ceridian Insync - Basic Crystal Reporting Workshop Version 7.0 (for 3-digit payrolls)

Workshop Objective:

To create basic Crystal reports by utilizing the information contained in the Ceridian Insync database

Attend if you:

- Want to create and manipulate basic reports
- Have not created reports using Crystal Reports
- Are new to the Ceridian Insync system
- Are the backup person for your payroll or HR department

How you will benefit:

- You will be able to organize, structure and highlight your data into meaningful information
- You will be able to develop reports that allow you to communicate more effectively with the decision makers in your organization
- Create custom reports quickly and accurately
- Reduce time by manipulating data from Ceridian Insync

Once you have attended, you can:

- Understand the Ceridian Insync Database concepts
- Understand the report design environment
- Create simple reports
- Create simple formulas
- Insert and format text objects
- Link, select, sort and group tables
- Summarize fields and insert Grand totals

Duration: 2 days

Prerequisites:

- Completion of Ceridian Insync Payroll and/or Insync Human Resources training
- Keyboarding skills
- Proficient in the Windows environment
- CPA Level 1 would be an asset

Note: For Ceridian Insync clients with 3-digit payroll numbers