

Class: Report Writer

Duration: 1 Day Session

Overview: This class is geared toward the student that will design and write reports that are ad-hoc reports that are not available in the BSA-Tax system. The student who attends this class should be fairly knowledgeable and comfortable with the computer.

Who Should Attend:

All BSA-Tax users that need to write reports that are not currently available in the BSA-Tax system.

Outline:

Lesson 1: Designing & Editing

- Editing a existing report
- Labels & Data Fields
- Total fields
- Headers and footers
- Font and point size
- Aligning Fields
- Saving and naming
- Queries & filters
- Saving Queries and filters

Pre-requisite(s) – Attended all prior BSA-Tax training classes and have a general knowledge of the computer.