How To Create A Crystal Report

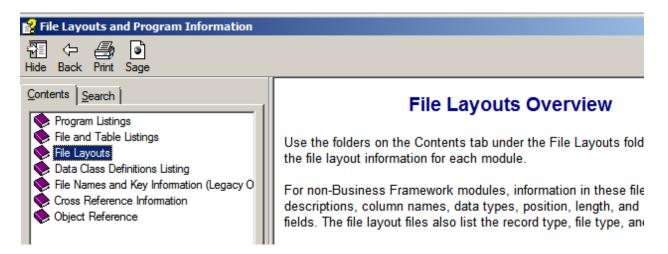
- **Step 1:** Decide what you want on your report
- Step 2: Determine which table or tables to use
- **Step 3:** Confirm Crystal is installed on your workstation

Miscellaneous Item Detail Report

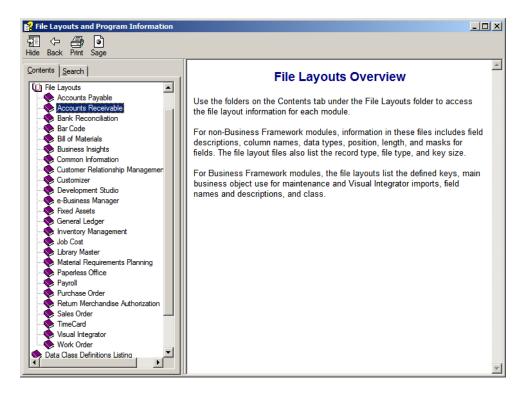
Click on Resources -> File Layouts and Program Information

asks My Tasks	asks Web Content		
⊡- 🔂 Sage 100 ERP	Resources		
Resources Resources Generature Tours Generature Tours Generature Tours Business Insights Dashboard Generature Tours Modules	The resources below offer he Sage 100 ERP.	Ipful information about	
	What's new	Help Center	Module Overviews
	What's new Read about the latest enhancements in Sage 100 ERP.		
	Read about the latest	Help Center	Module Overviews Refer to these documents for overviews of the primary tasks in
	Read about the latest enhancements in Sage 100 ERP. What's New Getting Started Guide	Help Center Learn detailed information about using Sage 100 ERP.	Module Overviews Refer to these documents for overviews of the primary tasks in Sage 100 ERP. Module Overviews Program Information
	Read about the latest enhancements in Sage 100 ERP. What's New	Help Center Learn detailed information about using Sage 100 ERP. Help Center	Module Overviews Refer to these documents for overviews of the primary tasks in Sage 100 ERP. Module Overviews

Click on File Layouts from the Contents menu



Select the module that contains the files that you want to work with



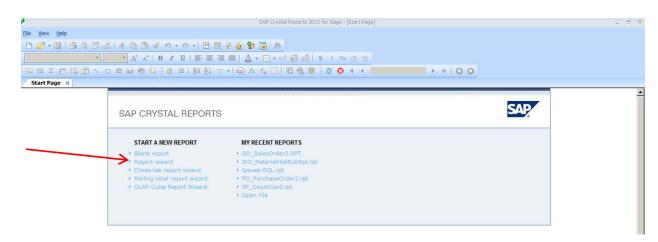
Click on the file name. The data dictionary will show on the right side of screen. You can print the page by selecting the printer icon at the top of the screen. You can use the printout when selecting the fields in Crystal.

Y File Layouts and Program Information		_ # X
🛐 🗢 🚑 🖻		
-lide Back Print Sage		
Contents Search		_
AR_DepositHistoryWrk	AR_InvoiceHistoryDetail AR Invoice HistoryDetail Rel: 5.10 Bld: 361 4/3/2014 Physical Path: "MAS "+tGS#"/AR"+545+"/AR InvoiceHistoryDetail.MAT"	
AR_Division	SUCCreate: Y SQL Sys DB: N SQL Null Dates: N Exclude V/I: N Create Tbl: N	
AR_DivisionListingWrk	Bus Obj: AR InvoiceHistoryInquiryDetail bus	
AR_FinanceCharge	SO_SalesJournal_upd	
AR_FinanceChargeJournalRes AR FinanceChargeJournalWrk	AR_SalesJournal_upd	
AR_FinanceChargeJournalWrk	Record ID Column: ItemType	
AR_GrossProntJournal wirk		
AR InvoiceDetail		
AR InvoiceHistoryDetail		
? AR InvoiceHistoryHeader	KPRIMARY: InvoiceNo+HeaderSeqNo+DetailSeqNo	
? AR InvoiceHistoryLotSerial	KEXTENDEDDESC: ExtendedDescriptionKey+InvoiceNo+HeaderSeqNo/DetailSeqNo KVENDOR: ADDixisionNo+VendorNo+InvoiceNo+HeaderSeqNo+DetailSeqNo	
? AR InvoiceHistoryMemo	KVANDOK, APDIVISIONNOI VENDOINOI INVOICENDI INVOICENDI NEBARISENNOI DEVAILSENNO	
? AR InvoiceHistoryMemoSetting		
? AR InvoiceHistoryPayment		
2 AR InvoiceHistoryTaxSumman	Fld Column Name M/L TUR Description/Notes Class	
? AR_InvoiceHistoryTracking	The column name h/b for bestigoth/holes class	
AR_InvoiceHistoryWrk		
- R_InvoiceMemo		
AR_InvoiceMemoSettings	1 InvoiceNo	
? AR_InvoiceRestart	I INVOICEND	
	{ARO\$(1,7)}	
AR_InvoiceTaxSummary	2 HeaderSeqNo 6 SNY Header Sequence Number	
AR_InvoiceWrk	Mask:000000 FmtType:ZEROFILL	
AR_MatchCreditsToInvoiceWrl	Notes: (ARO(6,3)) 3 DetailSeqNo	
AR_MonthlySalesWrk	S Decaliseuro :	
AR_OpenInvoice	Notes: {ARO\$(11.5)}	
AR_OpenInvoiceSplitCommissi AR OpenInvoiceTaxSummary	4 ItemCode	
AR_Options	ChngTag:Replace0 Notes:	
AR_Options	{ARO\$(20,6)} 5 ItemTvpe	
	Valid:12.3.4.5 Notes:	
AR_PaymentType	1=Threntory Item 2=Sherial	

Open Crystal Reports from your Programs list



Click on Report Wizard



Standard Report Creation Wizard Data Choose the data you want to report on.	
Available Data Sources: My Connections CAPC-APP1\BRIDGETRAK1 Giver={MAS 90 4.0 ODBC Driver};com Giver={MAS 90 4.0 ODBC Driver};com Gi	Selected Tables:
< Back	Next > Finish Cancel Help

Select the Company Code and enter your User Logon information

Sage 10	0 ERP Databa	se Signon X
<u> </u>	Co <u>m</u> pany:	ABC Distribution and Service Corp. (ABC)
	User Logon:	sjd
	Pass <u>w</u> ord:	
		OK <u>C</u> ancel

Scroll down until you find the table(s) that you want to include in your report. Highlight the table and click the > button to select the tables. Once the tables are selected, click the Next button.

🖓 Standard Report Creation Wizard	×
Data Choose the data you want to report on.	
<u>A</u> vailable Data Sources: <u>S</u> elected Tables:	
 ■ AR_FinanceCharge ■ AR_FinanceChargeJournalRes ■ AR_FinanceChargeJournalWrk ■ AR_GrossProfitJournalWrk ■ AR_InvoiceDetail ■ AR_InvoiceHeader ■ AR_InvoiceHistoryDetail ■ AR_InvoiceHistoryLeader ■ AR_InvoiceHistoryHeader ■ AR_InvoiceHistoryHeader ■ AR_InvoiceHistoryMemo ■ AR_InvoiceHistoryMemo Setting ■ AR_InvoiceHistoryTaxSumman ■ AR_InvoiceHistoryTracking ■ AR_InvoiceHistoryWrk ▲ 	
< Back Next > Finish Cancel E	lelp

Click the Next button on the Link window

👰 Standard Report Creation Wizard		×
Link Link together the tables you added to the	report.	~ =
AR_InvoiceHistoryDetail InvoiceNo HeaderSeqNo DetailSeqNo ItemCode	AR_InvoiceHistoryHead InvoiceNo HeaderSeqNo ModuleCode InvoiceType	Auto-Arrange Auto-Link By Name By Key Link Order Links Qlear Links Delete Link Link Options Index Legend
< Back	Next > Finish	Cancel <u>H</u> elp

Select the fields from each table that you would like to appear on your report. You can move the positioning of the fields by using the up and down arrows. Click the Next button.

Available Fields: Fields to Display: Image: DiscountDueDate Image: DiscountDueDate Image: DiscountDueDate	Code CodeDesc ntityShipped Price Cost ensionAmt voiceType voiceDate
---	--

Select the field or fields that you will Group the data by. This will allow you to do a sub-total by Group. Click the Next button.

Note: Grouping is optional.

擾 Standard Report Creation Wizard				×
Grouping (Optional) Group the information on the report				
Available Fields:	< >>> < <	iroup By: ≅ AR_InvoiceH	listoryDetail.ltemCode	
Browse Data Find Field	Ĩ	n ascending orde	r.	•
< Back	Next >	Finish	Cancel	<u>H</u> elp

Select the fields to have a Summary Total. Click the Next button. **Note:** Summarizing is Optional.

Standard Report Creation Wizard Summaries (Optional) Add summary information to the repo	ort.
Available Fields:	Summarized Fields:
< Back I	Next > Finish Cancel <u>H</u> elp

Use the Group Sorting screen to sort groups you created on the Grouping screen. You can sort all groups, or you can choose the top or bottom 5 groups. When sorting by the top or bottom 5 groups, you can also choose the summarized field you want to base the sorting on. Click the Next button on the Group Sorting screen.

👰 Standard Report Creation Wizard	×
Group Sorting (Optional) Sort the groups based on the summarized totals.	*
<u>G</u> roup that will be sorted:	
AR_InvoiceHistoryDetail.ItemCode	
What kind of group ordering would you like to see?	
⊙ None	
C Top 5 groups	
C Bottom 5 groups	
Comparing summary values for the Top or Bottom groups:	
< Back Next > Finish Cancel Help	

Use the Chart screen to insert a graph or chart into a report. Click the Next button on the Chart screen.

💀 Standard Report Creation Wizard	×
Chart (Optional) Include a chart on the report.	
What kind of chart would you like to see?	
💿 No Chart 🔄 🖸 📴 Chart 🗹 C Line Chart 🕒 C Pie Chart	
Cha <u>r</u> t title:	
On change of:	
	~
Sho <u>w</u> summary:	
	V
< Back Next > Finish Cancel	<u>H</u> elp

Use the Record Selection screen to choose fields to select (or filter) records in a report. By selecting records in this manner, you can narrow the scope of your report and improve processing speed. Creating a record selection is an optional step in the wizard. Click the Next button.

擾 Standard Report Creation Wizard	×
Record Selection (Optional) Select a subset of information to d	isplay.
<u>A</u> vailable Fields:	Filter Fields:
Report Fields AR_InvoiceHistoryDetail.InvoiceN AR_InvoiceHistoryDetail.temCode AR_InvoiceHistoryDetail.temCode AR_InvoiceHistoryDetail.QuantityS AR_InvoiceHistoryDetail.UnitPrice AR_InvoiceHistoryDetail.UnitCost AR_InvoiceHistoryDetail.Extensior AR_InvoiceHistoryHeader.Invoice AR_InvoiceHistoryHeader.Custom AR_InvoiceHistoryHeader.ARDivis AR_InvoiceHistoryHeader.BillToNa MR_InvoiceHistoryDetail InvoiceNo	
< Back	Next > Finish Cancel Help

Use the Template screen to choose from predefined formatting templates for use in your report. Adding a template is an optional step in the wizard. Click the Finish button.

Standard Report Creation Wizard Template (Optional) Select a template for the report.	
<u>A</u> vailable Templates	Preview
No Template Block (Blue) Corporate - Page Sections Only Corporate (Blue) Corporate (Green) Double-Sided Page Headers/Footers Executive Summary or Title Page Form (Maroon) Gray Scale High Contrast Contrast Index Table Grid Template High Security	Preview not available.
< Back Next >	Finish Cancel <u>H</u> elp

Enter the Company Code and your Logon information. Crystal will access the data in the tables for this company.

Sage 10	0 ERP Databa	se Signon X
Q 2	Company:	Test Company (TST)
	User Logon:	sjd
	Pass <u>w</u> ord:	
		OK <u>C</u> ancel

Clean-Up Time!

					элг сі узіаї керо	nus 2011 IOI Sage - [r	(epoi (1)					
	Ele Edit View Insert Format Database Report Window Help											
D 🔗 - 🗄 18												
	*	• A ⁺ A ⁺ B	I∐∣≣≣		• 🗄 • 🛋 🖬 :	🗐 💲 † % t						
Α4 (Ξ Σ 🚍 🗄	🍹 🗂 🔨 🗖	🗖 🖬 🌒 🔕 🗄	🖯 🗃 🖧 🎝	$ \neg \neg = f_x$	🎋 📰 🖽 🧠	, 🔛 i ಿ 🕺 🕅	◀ 1 of 3	1+)	H I			
Start Page Re	eport1 ×											Field Explorer
Design Preview ×												₹ 2 ₿ ⁄ % ® X
Groups	Г											∃ Database Fields fx Formula Fields
Report1 /100-AA	RH											SQL Expression Fields
/200-DA	PH	4/17/2015										 Parameter Fields Running Total Fields
/GADGET		ItemCode	Invois Invoio	Invoior ADDivir	Quatemarkie	BillToName	ItemCode Dooo	\uontitu®	loitDr loit			
/MCONTR /WDPACK	GH1	Itemic ode		Invoice ARDivis	Customento	Dilli UNallie	<u>ItemCodeDesc</u>	<u>tuaninyo</u>	<u>JIII(FI 1111</u>	CO <u>Aterisio</u>		🗄 Special Fields
/WIDGET		/100-AA					0	4.00	4 00 00			
1001-HON- 2480-8-50	D GF1	/100-AA	0100(AD	3/9/20 01	ABF	American Busin	Standard Gadg	1.00	1.23 66	.00 1.23		
2481-5-50		/100-AA	1.00 1.23									
2551-3-50 4886-18-14	GH1	/200-D A										
6655	D	/200-DA	0100(IN	5/21/2 01	ABF	American Busir	22" Widget with	1.00	88.00 25	.00 88.00		
6657-24-20	D GF1	/200-DA	01000 IN	5/21/2 01	AVNET	Avnet Processir	22" Widget with	10.00	88.00 25	.00 880.00		
8953 8971	GFT	/200-DA	11.00									
8972	GH1											
ARS-9101 ARS-9201	D	/GADGET	0100(IN	5/10/2 01	MAVRK	Maverick Paper	Codest	15.00	25.00.10	.00 375.00		
ARS-9401	D	/GADGET	0100C IN	5/17/2 01	BROWN	Brown Corporat				.00 250.00		
D1000 D1000-BBV	GF1	/GADGET	25.00									
GB-EL04MS	GH1	GADGET	25.00									
GB-MD791		MCONTR										
	D	/MCONTR /MCONTR	0100(IN 0100(IN	5/21/2 01 5/21/2 01	AVNET BRESLIN		Monthly Mainter Monthly Mainter			.00 \####### .00 \#######		
	GF1			0.2.1.2 01	Diffeotin	2100001110001	in on any in annot					
	GH1	/MCONTR	2.00									
	GHI	/WDPACK										
	D	/WDPACK /WDPACK	01000 IN 01000 IN	5/21/2 01 5/21/2 01	BRESLIN ABF		Widget 10 Pack Widget 10 Pack			### 572.50 ### 572.50		
	GF1	MUPACK		3/2//2/01	ADF	American Dusin	Widget TO Face	1.00		mii 372.30		
		/WDPACK	2.00 #######									
	GH1	/WIDGET										
	D	/WIDGET	0100(IN	5/21/2 01	ABF		8" x 10" Widget			.50 165.75		
	D	/WIDGET /WIDGET	01000 IN 02000 CM	5/21/2 01 5/31/2 01	AVNET ABF		8" x 10" Widget 8" x 10" Widget		55.25 27 55.25 27	.50 55.25 .50 #######		
	D	/WIDG ET	0100(IN	5/17/2 01	BROWN	Brown Corporat	8" x 10" Widget	15.00	55.25 27	.50 828.75		
Groups	D	/WIDGET /WIDGET	0100C IN 0100C IN	4/7/20 01 5/17/2 01	HILLSB MAVRK		8" x 10" Widget 8" x 10" Widget			.50 123.00 .50 552.50		
(?) Parameters	GF1	MIDCET					-					
	GH1	/WIDGET	27.00									
🔊 Find		1001-HON-H25										
	D	1001-HON-H25 1001-HON-H25		5/10/2 01 5/31/2 02	ABF GREALAR		HON 2 DRAWE HON 2 DRAWE			.25 -81.48 .25 781.20	_	
		1001-11010-1123	STOOL IN	0/0/1/2/ VZ	UNEALAN	Greater Mallill	HON Z DIAWE	10.00	10.12 34	.20 101.20		11

Fix Column Headers. Right click on the field, select Edit Text, change column names to better fit on report. Click on fields that are too small, use the mouse to stretch the field to a better size. Move fields if additional space is needed.

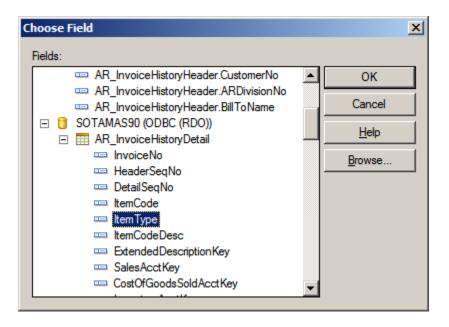
Be Edit Yew Insert Format Database Image: Imag	Image: A to be a constraint of the second secon	§1 ■ 100 A · · · · · · · · · · · · · · · · · · ·	▲ 10 10 10 10 10 10 10 10 10 10 10 10 10	1 of 1+	► H]	ę	ield Explorer ⇒ A = → B & × a ⊕ Database Fields f_x Formula Fields
Image: Non-Section 1 Image: Non-Section 1 Image: Non-Section 1 Arial Image: Non-Section 1 Image: Non-Section 1 Image: Non-Section 1 Arial Image: Non-Section 1 Image: Non-Section 1 Image: Non-Section 1 Image: Non-Section 1 Arial Image: Non-Section 1 Image: Non-Section 1 Image: Non-Section 1 Image: Non-Section 1 Image: Non-Section 1 Image: Non-Section 1 Image: Non-Section 1 Image: Non-Section 1 Image: Non-Section 1 Image: Non-Section 1 Image: Non-Section 1 Image: Non-Section 1 Image: Non-Section 1 Image: Non-Section 1 Image: Non-Section 1 Image: Non-Sect	Image: Second secon	A · · · · · · · · · · · · · · · · · · ·	▲ 10 10 10 10 10 10 10 10 10 10 10 10 10	1 of 1+	► H		ę	₽ 🕘 🗊 🛹 🏪 🖶 🗙 ∃ 🔋 Database Fields
Arial 10 A A Arial 10 A A Call (E) Z (E)	A* B Z U E = 3 = 4 S S S S S S S S S S S S S S S S S S S	A · · · · · · · · · · · · · · · · · · ·	▲ 10 10 10 10 10 10 10 10 10 10 10 10 10	1 of 1+	H 4		ę	₽ 🕘 🗊 🛹 🏪 🖶 🗙 ∃ 🔋 Database Fields
Cline Cline <t< td=""><td>15 15 15 15 15 15 15 15 15 15</td><td>∱ /₂ □ ₽ €</td><td>▲ 10 10 10 10 10 10 10 10 10 10 10 10 10</td><td>1 of 1+</td><td>► H</td><td>]</td><td>ę</td><td>₽ 🕘 🗊 🛹 🏪 🖶 🗙 ∃ 🔋 Database Fields</td></t<>	15 15 15 15 15 15 15 15 15 15	∱ /₂ □ ₽ €	▲ 10 10 10 10 10 10 10 10 10 10 10 10 10	1 of 1+	► H]	ę	₽ 🕘 🗊 🛹 🏪 🖶 🗙 ∃ 🔋 Database Fields
Start Page Report1 × vesign Preview × Groups /100-AA PH //1/201 //1/201 /GAUDS //1/201 //1/201 /GADGET //////201 //////201 ////////////////////////////////////	15 te Invoid Invoice APD Field Heading: 01 E Format Text V Format Painter	iin <u>/is CustomerNo</u>]	ę	₽ 🕘 🗊 🛹 🏪 🖶 🗙 ∃ 🔋 Database Fields
Besign Preview × Groups Report 1 /100-AA PH /200-DA GH1 /417/201 Herror /GADGET /MCONTR /WDPACK GH1 /WDPACK GH1 /100-AA GH1 /240-8-50 GF1 2451-5-50 GH1 2551-360 GH1 /200-DA GF1 /200-DA 100-AA 8971 GH1 ARS-9101 GH1 /GADGEE GADGEE /200-DA GF1 /200-DA GF1 8971 GH1 ARS-9101 GADGEE /GADGEE /GADGEE	12 Invoid Invoid Invoid APD Field Heading: 01 E Format Text ✓ Format Painter		BillToName Item]	ę	₽ 🕘 🗊 🛹 🏪 🖶 🗙 ∃ 🔋 Database Fields
Report RH /100-A PH /200-DA PH /200-DA PH /20	12 Invoid Invoid Invoid APD Field Heading: 01 E Format Text ✓ Format Painter		BillToName Item]		+ 📋 Database Fields
Report RH PH /100-AA PH 4/17/201 /200-DA PH 4/17/201 /200-DA PH 4/17/201 /200-DA PH 4/17/201 /200-DA PH 100-AA /WDORCK GH1 /100-AA 2480-550 GF1 /100-AA 2481-550 GH1 /200-DA 26657-24-20 D /200-DA 89571 GH1 /200-DA 8972 GH1 /200-DA 8972 GH1 /200-DA 8972 GH1 /200-DA 8971 GH1 /200-DA 100-DA 8972 GH1 AR-9:101 D /200-DA	12 Invoid Invoid Invoid APD Field Heading: 01 E Format Text ✓ Format Painter		<u>BillToName Item</u>				– [•]	
/100-AA PH /200-DA PH /ADDET ////////////////////////////////////	12 Invoid Invoid Invoid APD Field Heading: 01 E Format Text ✓ Format Painter		BillToName Item					
/200-DA 4/17/201 /G0/GET //10/201 /MCONTR //10/201 /MCONTR //10/201 /MCONTR //10/201 /MCONTR //100-AA /2400-550 GF1 2480-550 GF1 2480-550 GF1 2551-550 //100-AA 2655-50 D 200-DA 88573 GF1 /200-DA 8971 /200-DA ARS-9101 //GADGE //GADGE //GADGE	12 Invoid Invoid Invoid APD Field Heading: 01 E Format Text ✓ Format Painter		<u>BillToName</u> <u>Iterr</u>					SQL Expression Fields
/GAOGET //MCONTR GH1 //MCONTR //WDPACK GH1 //MOAA //MOAA //WDGET D //100-AA 1001-HON- D //100-AA 2480-8:50 GF1 //100-AA 2481-5:50 GH1 //200-DA 4885-18-14 //200-DA //200-DA 66557:24-20 D //200-DA 8971 J/200-DA //200-DA 8971 J/200-DA //200-DA 8971 GH1 //GADGE ARS-9101 D //GADGE	12 Invoid Invoid Invoid APD Field Heading: 01 E Format Text ✓ Format Painter		BillToName Item					(?) Parameter Fields
WDPACK GH1 /100-AA /WDGET D /100-AA 1001-HON- D /100-AA 2480-850 GF1 /100-AA 2551-350 GH1 /200-DA 4885-18-14 /200-DA /200-DA 6655 D /200-DA 8953 GF1 /200-DA 8971 I /200-DA 4R5-9101 /GADGE /GADGE	Field Heading: 01 III Format Text Format Painter		BillToName Item					∑ [™] Running Total Fields
WIDGET /100-AA 1001-HON- D 2480-850 GF1 2481-550 J100-AA 2551-350 GH1 4886-18-14 I200-DA 6655-2420 D 98371 J200-DA 89372 GH1 ARS-9201 D IGADGE IGADGE	01 E Format Text			CodeDesc luantityS	JnitPr InitCo	xtensio		Kar Group Name Fields Fields
Induct D /100-AA 2481-550 GF1 /100-AA 2481-550 GH1 /200-DA 4885-18-14 /200-DA /200-DA 6655 D /200-DA 8953 GF1 /200-DA 8971 J200-DA /200-DA 8973 GH1 /200-DA 8771 GH1 /GADGE ARS-9101 JGADGE /GADGE	01 Format Text							
2480-8-50 GF1 2481-5-50 GH1 42851-3-50 GH1 4285-18-14 66557-24-20 D 8951 GF1 8971 /200-DA 8953 GF1 8971 /200-DA 8977 GH1 ARS-9201 D /GADGE	Format Painter	ABF	American Busin Star	idard Gado 1.00	1.23 66.00	1.23		
2551-3-50 GH1 /200-DA 4886-18-14 D /200-DA 6655 D /200-DA 8953 GF1 /200-DA 8971 J /200-DA 4872 GH1 /GAD GE ARS-9201 D /GAD GE				-				
488-18-14 /200-DA 6655 D /200-DA 8657-22-20 D /200-DA 8953 GF1 /200-DA 8971 /200-DA /200-DA ARS-9101 /GADGE /GADGE	Edit Text							
6655 D /200-DA 6657-24-20 D /200-DA 8971 GF1 /200-DA 8972 GH1 /200-DA ARS-9101 /GAD GE /GAD GE ARS-9201 D /GAD GE								
6657-24-20 D /200-DA 8953 GF1 /200-DA 8971 /200-DA /200-DA 8971 /200-DA /200-DA 8972 GH1 /GADGE ARS-9101 J /GADGE		ABF	American Busin 22"	Nidget with 1.00	88.00 25.00	88.00		
8971 /200-DA 8972 GH1 ARS-9101 /GADGE ARS-9201 D /GADGE		AVNET	Avnet Processir 22"		88.00 25.00			
8972 GH1 /GADGE ARS-9101 D /GADGE								
ARS-9101 /GADGE ARS-9201 D /GADGE	· <u> </u>	-						
ARS-9201 D /GADGE	FT & Cut							
ARS-9401 D /CADOE		MAVRK	Maverick Paper Gad	get 15.00	25.00 12.00	375.00		
	ET 01 🖺 Paste	BROWN	Brown Corporal Gad	get 10.00	25.00 12.00	250.00		
D1000 GF1 D1000-BBV /GADGE	ET 25 Delete							
GB-EL04MS GH1	_							
GB-MD791 /MCONT	TR Copy Smart Tag							
D /M CONT		AVNET	Avnet Processir Mon			+#######		
GF1 /M CONT	TR 0100(IN 5/21/2 01	BRESLIN	Breslin Parts St Mon	thly Mainter 1.00	##### 0.00	*######		
/MCONT	TR 2.00 ######							
GH1								
/WDPAC								
D /WDPAC		BRESLIN	American Busin Wid		******* ******			
GF1	GR 01000111 5/21/2/01	ADF	American busif Wid	yet iv Face 1.00	*****	572.00		
/WD PAC	СК 2.00 ######							
GH1								
D /WIDGE		ABF	American Busir 8" x	10" Widget 2.00	55.25 27.50	165.75		
D /WIDGE		AVNET	Avnet Processir 8" x		55.25 27.50			
/WIDGE		ABF	American Busin 8" x		55.25 27.50			
D /WIDGE D /WIDGE		BROWN HILLSB	Brown Corporal 8" x Hillsboro Servic 8" x		55.25 27.50 ##### 27.50			
Groups D /WIDGE		MAVRK	Maverick Paper 8" x		55.25 27.50			
2) Parameters GF1	7 07.00 111111							
/WIDGE	T 27.00 #####							
Find GH1 1001-H C	ON -H 25							
D 1001-HO	ON-H25 0100(CM 5/10/2 01	ABF	American Busin HON		81.48 34.25			
D 1001-HO	ON-H25 0100(IN 5/31/2 02	GREALAR	Greater Alarm (HON	12 DRAWE 10.00	78.12 34.25		Contraction of the local division of the loc	
lit the selected report object				12 DIGNIC 10.00	10.12 04.20	/81.20		
Start 🚺 🍃 🖸 🏉 🕱 🕷	4/17/2015 2:51PM	Records: 42	1.1,0.6:0.3 x 0.2		10.12 34.25	0 /81.20		100% 😑 — - V

- To move Header and Detail fields, click on Header field, hold down Shift key, then click Detail field. Both fields should be highlighted in blue, move your mouse to the highlighted field in the Details area. Your pointer will have four arrows, you can now move both fields at the same time.
- Remove duplicate field for Item Code in Details section by highlighting and deleting.
- Move Group Footer Totals to line up under appropriate columns

Select Expert:

						SAP Crystal Reports 2011 for Sa	ge - [Report1]								_ 0
e <u>E</u> dit <u>V</u> iew <u>I</u> n	nsert Form <u>a</u> t	<u>D</u> atabase	Rep	ort <u>W</u> indow <u>H</u> elp											
🗅 🧀 - 🔚 l 📇	i 🗈 🖾 📥	🕹 🗈 🕻		Select Expert	-	Record									
	-	* A* /		Selection Formulas	•	Group	% % %								
α (8 Σ 👩 🗓	in v n		fx	Formula Workshop		Saved Data	3 H ∢ 1of1+		E III						
Start Page Rep				Alerts	•					_			Field B	Explorer	
sign Preview X				Report Bursting Indexes										9 8 . 4 9	×
oups	r											_	•	Database Fields	
Report1	RH		_	Segtion Expert									- カ	 Formula Fields SOL Expression Fields 	
/100-AA	PH		8	Group Expert										Parameter Fields	
/200-DA		4/17/201	28	Group Sort Expert										Running Total Fields	
/GADGET /MCONTR			₽ļ	Record Sort Expert		Cust NoBillT oN ame	ItemCodeDesc	Qtv	Price	Cost	ExtAmt			Group Name Fields	
/WDPACK	GH1			Template Expert			nemoodebebe						E 2	E Special Fields	
/WIDGET		/100-AA													
1001-HON-	D		Υ.			ABF American Busine:	Standard Gadget	1.00	1.23	66.00	1.23				
2480-8-50 2481-5-50	GF1			Hierarchical Grouping Options				1.00			1.23				
2551-3-50	GH1			Show Current Parameter Values				1.00			1.23				
4886-18-14	um	/200-DA		Check Dependencies											
6655	D		2		F5	ABF American Busine:	22" Widget with Hir		00.88		88.00				
6657-24-20 8953	D		~			AVNET Avnet Processing	22" Widget with Hii	10.00	88.00	25.00	880.00				
8971	GF1			Set Print Date and Time											
8972				Performance Information				11.00			·****				
ARS-9101	GH1	/GADGE	т												
ARS-9201 ARS-9401	D			0100064 IN 5/10/2010	01	MAVRK Maverick Papers	Gadget	15.00	25.00	12.00	375.00				
D1000	D			0100063 IN 5/17/2010	01	BROWNBrown Corporatio	Gadget	10.00	25.00	12.00	250.00				
D1000-BBV	GF1														
GB-EL04MS								25.00			·######				
GB-MD791	GH1	/MCONT	R												
	D		_	0100043 IN 5/21/2010	01	AVNET Avnet Processing	Monthly Maintenan	1.00	*****	0.00	<i></i>				
	D			0100044 IN 5/21/2010	01	BRESLIBreslin Parts Sup	Monthly Maintenan	1.00	****	0.00	<i>\######</i>				
	GF1														
								2.00			·****				
	GH1	/WDPAC	~												
	D	WUPAC		0100044 IN 5/21/2010	01	BRESLIBreslin Parts Sup	Widget 10 Pack	1.00	*****		572.50				
	D			0100042 IN 5/21/2010		ABF American Busine:	Widget 10 Pack				572.50				
	GF1														
								2.00			r######		-		
	GH1	/WIDGE													
	D	WIDGE		0100042 IN 5/21/2010	01	ABF American Busine:	8" x 10" Widgets	3.00	55 25	27.50	165.75				
	D			0100042 IN 5/21/2010		AVNET Avnet Processing	8" x 10" Widgets 8" x 10" Widgets		55.25		55.25				
	D			0200086 CM 5/31/2010		ABF American Busine:	8" x 10" Widgets				<i>*######</i>				
Groups	D			0100063 IN 5/17/2010		BROWNBrown Corporatio	8" x 10" Widgets				828.75				
Parameters	D			0100059 IN 4/7/2015		HILLSB Hillsboro Service	8" x 10" Widgets				123.00				
, indiricated b	D GF1			0100061 IN 5/17/2010	01	MAVRKM averick Papers	8" x 10" Widgets	10.00	55.25	27.50	552.50				
Find	GPT							27.00							
	GH1							200							
		1001-HO	N-H	25											
ect records to be us	ed in report			4/17/2015 2:51PM		Records: 42								100% 🕞 —	-0
tart 🚺 📜			1										Deals	p » * 📴 🗊 🕦	2-20-214

Choose the field that you want to filter.



Item Type = 5 will select Miscellaneous Items only. Click OK.

Note: See AR_InvoiceHistoryDetail layout for Item Type choices.

Select Expert Record	×
AR_InvoiceHistoryDetail.ItemType <pre><new></new></pre>	
is equal to	<u>N</u> ew Delete Browse
OK Cancel <u>H</u> elp Formula <u>E</u> ditor	Hide <u>F</u> ormula <<<
	×

Select Refresh Data.

Change In Record Selection Formula											
?	Use saved data from: 4/17/2015 2:51	PM ?									
	Use <u>S</u> aved Data	<u>R</u> efresh Data									

<u>ile E</u>dit <u>V</u>iew <u>I</u>nsert Form<u>a</u>t <u>D</u>atabase <u>R</u>eport <u>W</u>indow <u>H</u>elp

D 😂 • 🖬 | 🖧 📵 🖾 | 🗶 🖻 🖺 🛷 🐢 • 🗢 • 🔲 🛅 🖗 👰 👰 🖓

▼ A^{*} A^{*} | B *I* U | ≡ ≡ ≡ | <u>A</u> • ⊕ • ∞ ፼ ⊴ | \$? % ∞ ∞

Au HE Σ 🖽 🛱 Ν 🗆 🗖 K 🖬 🚯 😒 🕴 🗄 😑 | 🝰 🤱 🍸 - | 🖨 🛠 🌾 🖂 | 🖽 🌭 🔯 🤅 🐼 Μ 🕢 🛛 10f1 💦 🕨 Μ

Start Page Report1 ×

RH

Gł

D D Gf

Gł

D D Gf

Gł

D D Gf

Gł

D D Gf

Design Preview ×

Groups								
Report 1								
/200-DA								
/MCONTR								
/WDPACK								
/WIDGET								

<u>ян</u> ²н	4/17/2015										
GH1		Inv No	<u>Түре</u>	Inv Date		<u>Cust No</u>	BillT oName	<u>ItemCodeDesc</u>	<u>Qty</u>	Price	<u>Cost</u> <u>ExtAmt</u>
	/200-DA										
		0100042		5/21/2010		ABF	American Busine:	22" Widget with Hi	1.00	88.00	25.00 88.00
GF1		0100043	IN	5/21/2010	01	AVNET	Avnet Processing	22" Widget with Hii	10.00	88.00	25.00 880.00
ar 1									11.00		968.00
GH1									11.00		
	/MCONTR										
)		0100043	IN	5/21/2010	01	AVNET	Avnet Processing	Monthly Maintenan	1.00	1,000.00	0.001,000.00
)		0100044	IN	5/21/2010	01	BRESLIN	Breslin Parts Sup	Monthly Maintenan	1.00	1,000.00	0.001,000.00
GF1											
									2.00		2,000.00
GH1	/WDPACK										
)	WUPACK	0100044	IN	5/21/2010	01	BRESLIN	Breslin Parts Sup	Widget 10 Pack	1.00	572 50	280.00 572.50
<u>,</u>		0100044		5/21/2010		ABF	American Busine:	Widget 10 Pack	1.00		280.00 572.50
GF1		0100042		0.2.112.0.10				Widget TO Pack		012.00	200.00 012.00
									2.00		1,145.00
GH1											
	/WIDGET										
)		0200086		5/31/2010		ABF		8" x 10" Widgets	-3.00	55.25	27.50-165.75
)		0100042		5/21/2010	01	ABF	American Busine:	8" x 10" Widgets	3.00	55.25	27.50 165.75
GF1		0100043	IN	5/21/2010	01	AVNET	Avnet Processing	8" x 10" Widgets	1.00	55.25	27.50 55.25
ari									1.00		55.25
RF	Grand Total								16.00		4,168.25
								=	10.00		4,100.25



. €

F

Adding a Date Selection:

Create a Parameter field for the Date. Click on the plus sign next to Database Fields. Select Parameter Fields. Click the New button.

Elle Edir Alem Ti	iseri rorm <u>a</u> i	r Naranase Ket	port <u>wi</u> ndow	Jeib								
🗅 🧭 - 🔡 🖽	i 🗈 🗔 🖆	* 🗈 🖪 🗸	🌾 🔊 - 🖓 -	🗖 🖬 🗟 🍥	👷 🔂 i M							
	Ŧ	• A* A*	B I <u>U</u>		<u>A</u> • 🖷 • a	· 🖬 🚔 \$ 🔹	% ⁶ % %					
🜆 🔠 Σ 📻 👯) 🕜 🔪 🗆	i 🖪 🖬 🥎 🚳) 🗄 🖯 🖴 🛓	: 🛃 🥆 - 🚍	fx 狗 📃	🗉 🧠 😰 🕴 🏖 🤇	3 H 4 10	of 1	►н			
Start Page Rej	port1 ×										Field Explorer	ф ×
Design Preview ×											 🗢 🖲 🖻 🖌 🕆 🖶 🗙 👘	
Groups Report 1 /200-DA	GH1							2.00		2,000.00	Database Fields AR_InvoiceHistoryDetail AR_InvoiceHistoryHeader	
/MCONTR /WDPACK /WIDGET	D D GF1	WDPACK	0100044 IN 0100042 IN	5/21/2010 5/21/2010		N Breslin Parts Sup American Busine:		1.00 1.00		280.00 572.50 280.00 572.50	SQL Expression Fields Parameter Fields Parameter Fields Parameter Fields	
	GH1	/WIDGET						2.00		1,145.00	 	
	D		0200086 CM 0100042 IN	5/31/2010 (5/21/2010 (American Busine:	8" x 10" Widgets 8" x 10" Widgets	-3.00 3.00	55.25 55.25	27.50-165.75 27.50 165.75		
	D		0100042 IN	5/21/2010			8" x 10" Widgets 8" x 10" Widgets	1.00	55.25	27.50 55.25		
	GF1 RF	Grand Total	<u>l:</u>					1.00 16.00		55.25 4,168.25		

Enter the Name for your Prompt in the Name field. Change the Type field to Date. Click down in the Value Options grid, Allow Range Values should be True. Click Ok.

Create New Parameter				×
Create a new parameter and list of values.				
Name:	Type:		List of Values:	
Invoice Date	Date	•	Static	▼
Value Field		Description Field		
(None)	•	(None)		v
🖄 🗙 🛧 🔸 Actions 🕞				
Value		Description		
Click here to add item				
<u></u>				
Value Options:				
Option		Setting		_
Allow custom values		True		
Allow multiple values		False		
Allow discrete values		False		
Allow range values		True		
Start				•
			OK Cancel	Help

Click on Report -> Select Expert -> Record. Click the New tab. Select the InvoiceDate field, click Ok. Click the down arrow and select Is Equal To, then click the down arrow and select the Parameter field. Click OK.

Select Expert Record	×
AR_InvoiceHistoryDetail.ItemType AR_InvoiceHistoryHeader.InvoiceDate <a>New>	
is equal to	<u>N</u> ew
	Delete
	Browse
]
OK Cancel <u>H</u> elp Formula <u>E</u> ditor	Hide <u>F</u> ormula <<<
{AR_InvoiceHistoryDetail.ItemType} = "5"	

The system will prompt for the Date.

Enter Values		
Enter Invoice Date:		Invoice Date
Start of Range: Enter a Value:	End of Range: Enter a Value:	
		DK Cancel

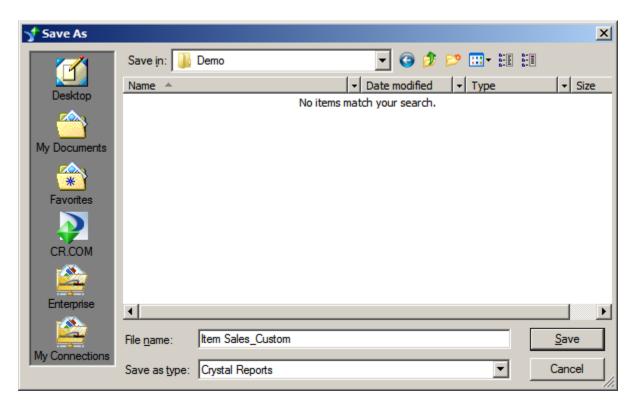
Enter the date ranges and click OK.

👰 Enter Values		×
Enter Invoice Date:		Invoice Date
Start of Range: Enter a Value: 5/1/2010 Include this value □ No lower value	End of Range: Enter a Value: 4/17/2015 Include this value No upper value	
	ОК	Cancel

															E
ameters	RH PH	4/17/2015												•	E
[5/1/2010	GH1	/200-D A	Inv No	<u>Түре</u>	InvDate		<u>Cust No</u>	BillT oName	ItemCodeDesc	<u>Qty</u>	<u>Price</u>	<u>Cost</u> <u>ExtAmt</u>			E
	D D GF1	1200-DA	0100042 0100043		5/21/2010 5/21/2010		ABF AVNET		22" Widget with Hiı 22" Widget with Hiı	1.00 10.00	88.00 88.00	25.00 88.00 25.00 880.00			± ±
	GH1	/MCONTR								11.00		968.00			
	D D GF1		0100043 0100044		5/21/2010 5/21/2010				Monthly Maintenan Monthly Maintenan		1,000.00 1,000.00	0.001,000.00 0.001,000.00			
	GH1	/WDPACK								2.00		2,000.00			
	D D GF1		0100044 0100042		5/21/2010 5/21/2010		BRESLIN ABF	I Breslin Parts Sup American Busine:		1.00 1.00		280.00 572.50 280.00 572.50			
	GH1	/WIDGET								2.00		1,145.00			
	D D D GF1		0200086 0100042 0100043	IN	5/31/2010 5/21/2010 5/21/2010	01	ABF ABF AVNET	American Busine: American Busine: Avnet Processing	8" x 10" Widgets	-3.00 3.00 1.00	55.25 55.25 55.25	27.50-165.75 27.50 165.75 27.50 55.25			
	RF	<u>Grand Tota</u>	<u>l:</u>						:	1.00 16.00		55.25 4,168.25			
													_		

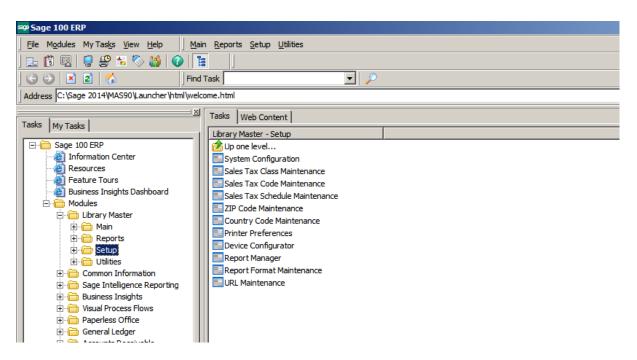
Click File -> Save As. Save your report.

Note: If you are going to add it to the Sage 100 menu, save the report including _custom in the report name.



How to Add Report to Sage Menu:

Click Library Master -> Setup -> Report Manager



Click Add Report to Menu.

🔓 Report Manager (TST) 4/17/2015	
To maintain a Crystal .RPT for a form or report, expand expand the Forms or Reports folder. Select the form or Maintain button. Click the Search button to search for report.	report and click the
 Accounts Payable Accounts Receivable Bank Reconciliation Bar Code Bill of Materials Common Information Custom Office Customer Relationship Management General Ledger Inventory Management Job Cost Library Master Payroll Purchase Order Sales Order Work Order 	
Add Report to Menu	

see Menu Wizard	
	Welcome to the Menu Wizard
	This wizard helps you add and remove tasks and reports for the Custom Reports or Jobs menu.
	To continue, click Next.
	<u> </u>

Select the module that you want to add the report to. Enter the path to the report and enter the report name. Click the Next button.

Menu Wizard		_ []
Define Report Inform Define the information cannot be added to	n for the report you want to add to the menu. Standard Sage 100 ERP reports $^{\prime}$	e,
Which module do you v	vant to add the report to?	
Module	Accounts Receivable	
	e name for the Crystal report that you want to add to the menu? name must end with CUSTOM.RPT and be 30 characters or less.	
Path and File Name	V:\Users\SJD\Crystal_Reports\Demo\Item Sales_Custom.rp	
What name do you war	at to display on the menu for this report?	
Report Name	Misc Item Sales Report	
	< Back Next > C	ancel

Select the Roles that will have the rights to run the report. Click the Next button.

sege Menu Wizard			
Select Roles Select the roles that will be able to access th	is task.		*
To add a role, move it from the Available Roles you choose not to assign any roles, the task will Available Roles			
Default Super Level1	•	Super Level1	
		< Back	

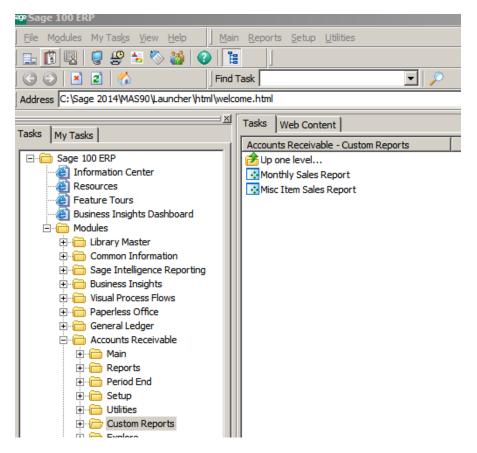
Click the Finish button and Close the Report Manager window.

🔓 Menu Wizard		
	Completing the You have completed the the Custom Reports or Jo	nformation required to add or remove a task from
	You can view your select	ons here or print the Wizard Listing.
	Menu Wizard Module: Path and File Name: Report Name: Selected Roles:	Accounts Receivable V:\Users\SJD\Crystal_Reports\Demo\ Item Sales_Custom.rpt Misc Item Sales Report Super Level1
	To continue, click Finish.	
		< Back Einish Cancel

Select Custom Reports from the module you added the report for.

Sage 100 ERP						<u>_1</u> #] :
Elie Madules My Taska View Help Mai						
20399553001						
00 🖻 🖻 🐔 🛛 Find	Task	· 🔎				
Address C:\Sage 2014\MAS90\Launcher\htmlwelo	ome.html					- 6
لم:	Taska Web Content					
Tablis Hey Tasks	Accounts Receivable	1				
Control Department Parage Control Control Control Control Control Control Contro Control Contro Control	Image Stan Image Frank Image Frank					
st Company (TST)			Library Master	530	4/17/2015	

Select the new report.



^{sage} Misc Item Sales Report	<u>? ×</u>
ACCOUNTS RECEIVABLE MISC ITEM SALES REPORT	
Keep Window Open After HP LaserJet P2055d UPD PCL 6 Print Preview Print	0

The first time running the report, the system will prompt that it needs to be converted. Click Yes.



Enter the report Dates. Click the OK button.

📪 Misc Item Sales Report	
<u>∠</u>	X
Main Report	1
Enter Parameter Values	×
Enter Invoice Date: Inv	/oice Date
Start of Range: End of Range: Enter a Value: Enter a Value: [5/1/2010 10	
Include this value No lower value	
ОК	Cancel

	1 Sales Report											
lain Report	3 🕐 📴	H 4	+ +	1		/1 👫	•					
					_							_
	4/17/2015											
		Inv No	<u>Type</u>	InvDate		Cust No	<u>BillToName</u>	<u>ItemCodeDesc</u>	Qty	Price	Cost ExtAmt	
	/100-AA	_										
		0100058	AD	3/9/2015	01	ABF	American Busines	Standard Gadget	1.00	1.23	66.00 1.23	
									1.00		1.23	
	/200-DA											
		0100043 0100042		5/21/2010 5/21/2010		AVNET ABF	Avnet Processing American Busines	22" Widget with Hin 22" Widget with Hin	10.00 r 1.00	88.00 88.00	25.00 880.00 25.00 88.00	
									####		968.00	
	/GADGET											
	TOADOLT	0100064		5/10/2010			Maverick Papers	Gadget	15.00	25.00	12.00 375.00	
		0100063	IN	5/17/2010	01	BROWN	Brown Corporatio	Gadget	10.00	25.00	12.00 250.00	
									####		625.00	
	/MCONTR	0100044	INI	5/21/2010	01	PDECLIN	Presilia Darta Cura		1.00	1.000.00	0.001.000.00	
		0100044		5/21/2010		AVNET	Avnet Processing	Monthly Maintenan Monthly Maintenan	1.00	1,000.00	0.001,000.00	
									2.00		2,000.00	
	/WDPACK											
		0100042		5/21/2010 5/21/2010			American Busine: Breslin Parts Sup	Widget 10 Pack	1.00 1.00		280.00 572.50 280.00 572.50	
		0100044	11 M	5/2 1/20 10	01	DRESLIN	Dream Faits Sup	widget TU Pack		J12.JU		
									2.00		1,145.00	
urrent Page N					Tatal D	age No.: 1			om Factor: 1	1009/		