APPENDIX D: ANSWERS

Lab 1.1 – Creating Copies

Company: Fabrikam Inc.

In this exercise, you create three modified reports:

- A primary copy of the Trial Balance Detail report
- A primary copy of the Blank Invoice Form
- A secondary copy of the Blank Invoice Form

Solution

Creating Primary Copies

1. After entering the Microsoft Dynamics™ GP system and selecting the lesson company and a lesson user, select Report Writer from the Customize option on the Tools menu. The Report Writer main menu appears.
2. Click the **Reports** button to open the Report Writer window where all original and modified reports are listed. Highlight Trial Balance Detail in the Original Reports list.

   Why is the **Copy** button dimmed?

   The report uses a temporary table; therefore, you can only create a primary copy of the report.
3. Click the **Insert** button to insert the report into the Modified Reports list. Highlight the Trial Balance Detail report in the Modified Reports list.

   Why are the **Duplicate** and **Print** buttons dimmed?

   The report uses a temporary table; therefore, you can only create a primary copy of the report. Duplicate copies are considered secondary copies. The Print button is dimmed because the temporary table has not been created; therefore the report cannot be accurately printed.

   What happens if you try to insert another copy of the report?

   An alert message appears informing you that the report already exists in the Modified Reports list (will not let you insert another copy).

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Creating Secondary Copies

1. After entering the Microsoft Dynamics GP system and selecting the lesson company and a lesson user, select Report Writer from the Customize option on the Tools menu. The Report Writer main menu appears.

2. Click the **Reports** button to open the Report Writer window where all original and modified reports are listed. Highlight the Blank Invoice Form in the Original Reports list.

   Why are both the **Insert** and **Copy** buttons available?

   The report does not use a temporary table; therefore, you can create either a primary or a secondary copy of the report.

3. Click the **Insert** button to insert the report into the Modified Reports list. Highlight the Blank Invoice Form report in the Modified Reports list. Note that the **Duplicate** and **Print** buttons are available for use with this report.

4. Click the **Copy** button to copy the Blank Invoice Form into the Modified Reports list. Name the report "Blank Invoice Form- copy" and click **OK**.

   Why did you need to give the copy of the Blank Invoice Form a unique name?

   All secondary copies must have a unique name because the name of the report is the application's method of differentiating them in the Custom Reports window.

   Are you able to create additional copies of the report using the **Copy** button?

   Yes.

   Are you able to create additional copies of the report using the **Duplicate** button?

   Yes.

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Lab 1.2 – Granting Access and Printing Primary Copies

Company: Fabrikam, Inc.

Background Information: A user can print primary reports in Microsoft Dynamics GP or Report Writer unless the report uses a temporary table. If the report uses a temporary table, the report must be printed within Microsoft Dynamics GP to ensure the temporary table is created before the report is printed. Security access must be granted to the primary copy of the report to ensure that the original report will be replaced with the primary copy. In the first part of this section, you work with the Trial Balance Detail report, and then you look at the Blank Invoice Form.

Scenario: Since you have decided to modify the Trial Balance Detail Report and the Blank Invoice Form, you need to grant access to the modified reports before printing them from Microsoft Dynamics GP. Grant access to the reports to your User ID and print the reports. To begin this exercise, open Report Writer.

Solution

Trial Balance Detail report

Granting Access to the Primary Copy

1. Select Microsoft Dynamics GP from the File menu to return to the Microsoft Dynamics GP application. (FILE→MICROSOFT DYNAMICS GP)
2. To access the Security Setup window, select Tools and Setup from the Menu Bar. Select the Security menu option from the system setup menu. (TOOLS→SETUP→SYSTEM→SECURITY)
3. In the Security Setup window, make the following selections:

User	Select the current User ID
Company	Select the lesson company
Product	Microsoft Dynamics GP
Type	Modified Reports
Series	Financial

4. The Trial Balance Detail appears in the Access List. Double-click on this report to grant the current user access to the report. An asterisk appears beside the report name in the access list.
5. Click **OK** to close the Security Setup window and save your selections.

Printing the Primary Copy in Microsoft Dynamics GP

1. Now that you have indicated to Microsoft Dynamics GP that you want to replace the original copy of the report with the primary copy, you can print the report.
2. To print the report, select Reports and Financial. From the Financial Reports menu, select Trial Balance. (REPORTS→FINANCIAL→TRIAL BALANCE)
3. In the Trial Balance Report window, click the **New** button to create a new option to use when printing this report.
4. Make the following selections in the Trial Balance Report Options window:

Option	Option1
Include	Posting Accounts
Sort by	Account
Subtotal by	No Subtotals
Year	Open and 2007
Print Currency In	Functional
Ranges	Date
From	Enter Date and 01/01/07
To	Enter Date and 01/31/07

5. Click the **Insert** button to insert the date restriction into the Restrictions list.
6. Click the **Destination** button.
7. Select the **Screen** check box in the Destination box. Make sure the **Printer** check box is not selected.
8. Click **OK** to close the Report Destination window and save your selections.
9. Click the **Save** button to save your new option.
10. Close the Trial Balance Report Options window.
11. In the Trial Balance Report window, select Option 1 from the Options list and insert it into the Print List.
12. Click the **Print** button to print the report to the screen.
13. After the report has finished printing, close the Screen Output and Trial Balance Report windows.

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Blank Invoice Form

Granting Access to the Primary Copy

1. To access the Security Setup window, select **Tools** and **Setup** then System. Select the Security option from the menu.
   (TOOLS→SETUP→SYSTEM→SECURITY)
2. In the Security Setup window, make the following selections:

User	Select the current User ID
Company	Select the lesson company
Product	Microsoft Dynamics GP
Type	Modified Reports
Series	Sales

3. The Blank Invoice Form should appear in the Access List. Double-click on this report to grant the current user access to the report. An asterisk should appear beside the report name in the access list.
4. Click **OK** to close the Security Setup window and save your selections.

Printing the Primary Copy in Microsoft Dynamics GP

1. Now that you have indicated to Microsoft Dynamics GP that you want to replace the original copy of the report with the primary copy, you can print the report. To do this, select Transactions and Sales. Select Invoice Entry from the menu.
   (TRANSACTIONS→SALES→INVOICE ENTRY)
2. Click on the previous record browse button in the Invoice Entry window. If you have not made any previous entries in the Invoicing module, the document displayed is IVC23.
3. Select **Extras** and **Options** and then Document Format from the menu to open the Invoice Document Formats window.
4. Verify that the Invoice Format is Blank Paper. Click **OK** to close the window.
5. Click the **Print** button. In the Report Destination window, select the **Screen** check box. Click **OK** to close the Report Destination window and print the report.
6. After viewing the report, close the windows.

   Using the Screen Output window, how can you determine the Report Writer name for a Microsoft Dynamics GP report?

   The report toolbar contains the title of the report in Report Writer.

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Lab 1.3 – Secondary Copies

Company: Fabrikam, Inc.

Background Information: A user can print secondary reports in Microsoft Dynamics GP or Report Writer. The user does not need to grant access to a secondary copy of a report because the original report is not being replaced; the secondary copy is printed from a different location within Microsoft Dynamics GP.

Scenario: The modified Blank Invoice Form is being used by Operations for invoicing. The Sales and Marketing department would like to use this invoice format also, but they need to make a few minor changes. Since Sales and Marketing only issue occasional invoices, you have decided to use the secondary copy of the Blank Invoice form that has previously been created. (Blank Invoice Form – copy)

Solution

Verifying Access to the Secondary Copy

1. To access the Security Setup window, select **Tools** and **Setup** then **System** from the menu bar. Select the Security option from the System Setup menu. (TOOLS→SETUP→SYSTEM→SECURITY)
2. In the Security Setup window, make the following selections:

User	Select the current User ID
Company	Select the lesson company
Product:	Microsoft Dynamics GP
Type	Custom Reports
Series	Sales

3. Note that you already have access to the Blank Invoice Form – copy.
4. Click **OK** to close the Security Setup window.

Printing the Secondary Copy in Microsoft Dynamics GP

1. Select Customized from the Reports menu. (REPORTS→CUSTOMIZED)
2. Make the following selections in the Custom Reports window:

Product	Microsoft Dynamics GP
Series	Sales

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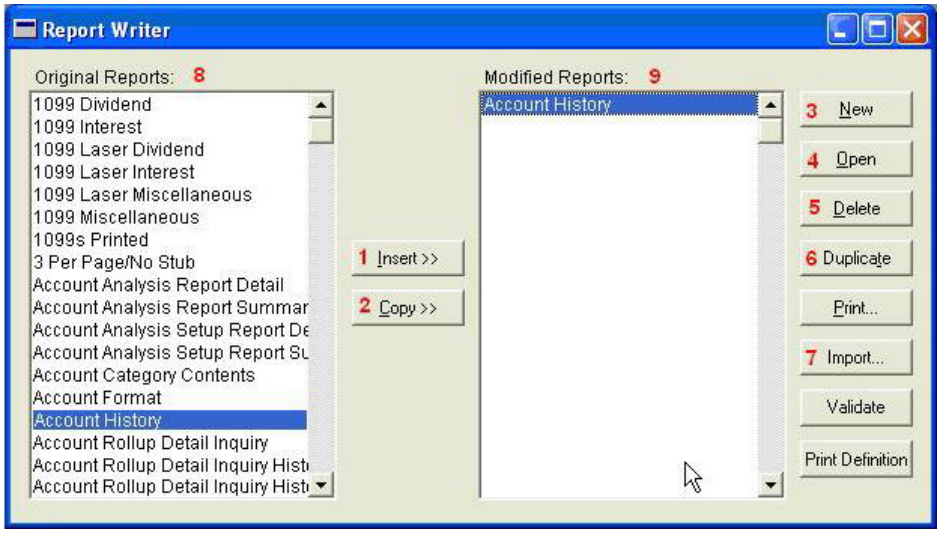
3. Highlight Blank Invoice Form – copy in the Custom Reports list and insert it into the Print List.

4 Highlight Blank Invoice Form – copy in the Print List and click the **Destination** button. Verify that only the **Screen** check box is selected and then click **OK** to close the Report Destination window. Click the **Print** button to print the report to the screen.

Test Your Knowledge – Report Writer Window Components

Record the name of each of the numbered options and an explanation of what the button or field does in Report Writer.



1. **Insert** button – Use to create a primary copy of an original report.
2. **Copy** button – Use to create a secondary copy of an original report.
3. **New** button – Use to create a custom report.
4. **Open** button – Opens the Report Definition window.
5. **Delete** button – Deletes a report from the Modified Reports list.
6. **Duplicate** button – Creates a copy of a report in the Modified Reports list.
7. **Import** button – Use to import reports from another Reports dictionary into the current Reports dictionary.
8. Original Reports list – Lists the reports stored in the dynamics.dic file.
9. Modified Reports list – Lists the reports stored in the reports.dic file.

Test Your Knowledge – Report Writer Overview

1. What type of report requires you to grant access to the report before you are able to print it? Why is this required?

   Primary copies of a report require you to grant access to the report before you are able to print it. They replace the original report.

2. Why are you not able to print a report that uses a temporary table in Report Writer?

   The code that generates the temporary table runs behind the Report Options window for the original report, and you do not have access to this window in Report Writer.

3. Why are you not able to create a secondary copy of a report that uses a temporary table?

   The report uses a temporary table, which means you can only create a primary copy. This is because the temporary table is created by code that runs behind the Report Options window for the original report, and you do not use the original report's Report Options window when you print a secondary copy.

4. For which types of reports are you not allowed to create report options in Microsoft Dynamics GP?

   Secondary copies and custom reports are the types of reports.

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Lab 2.1 – Sorting

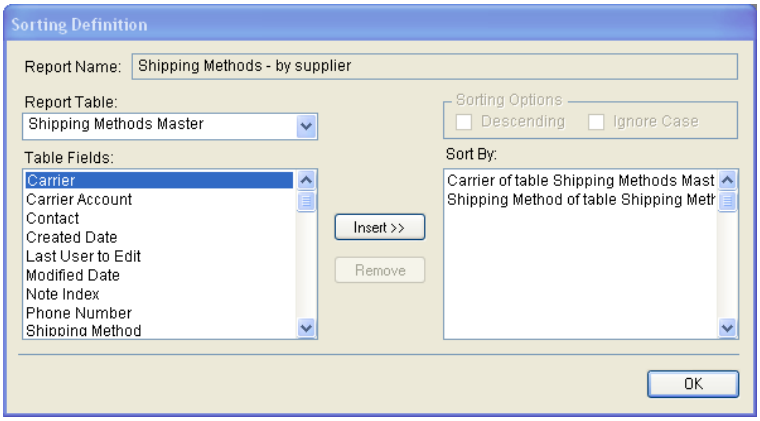
Company: Fabrikam, Inc.

Scenario: Your company has decided that the Shipping Methods Report would be more useful if it were sorted by company name. As a result, you have been requested to make the change.

Solution

1. Select Report Writer from the Customize option on the Tools menu. The Report Writer main menu appears.
   (TOOLS→CUSTOMIZE→REPORT WRITER)
2. Click the **Reports** button to open the Report Writer window where all original and modified reports are listed.
3. From the Original Reports list, highlight the Shipping Methods Report and select **Copy**. A window appears. Name the report Shipping Methods-by supplier and click **OK**.
4. Highlight the report in the Modified Reports list, and click the **Open** button to open the Report Definition window.
5. Select **Sort**; the Sorting Definition window opens.
6. Highlight Shipping Method in the Table fields list and click **Insert**.
7. Highlight Carrier in the Table fields list and click **Insert**, and then click **OK** to close the Sorting Definition window.

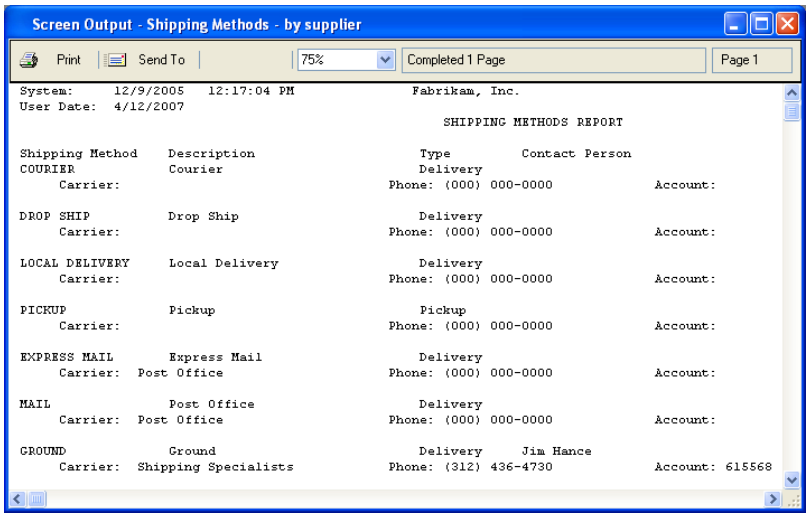
   The sorting method you create prints the information on the report in order of carrier. If a carrier provides more than one shipping method, then the methods it provides appears in alphabetical order. When finished the Sorting Definition window should look like this:



   Note that the first field you insert actually becomes the second field that the report is sorted by.

8. Highlight each field in the Sort By list, and select **Ignore Case**. Leave the **Descending** selection clear.
9. Click **OK** to close the window and save the sorting method.
10. Click **OK** in the Report Definition window.
11. In the Report Writer window, highlight the report in the Modified Reports list and click **Print**.
12. Select the Screen option in the Report Definition window that appears and click **OK**.

    The report appears in the Screen Output window similar to the following illustration. Notice the report is now printed in order of carrier, and if the records have the same carrier, they are sorted by shipping method.



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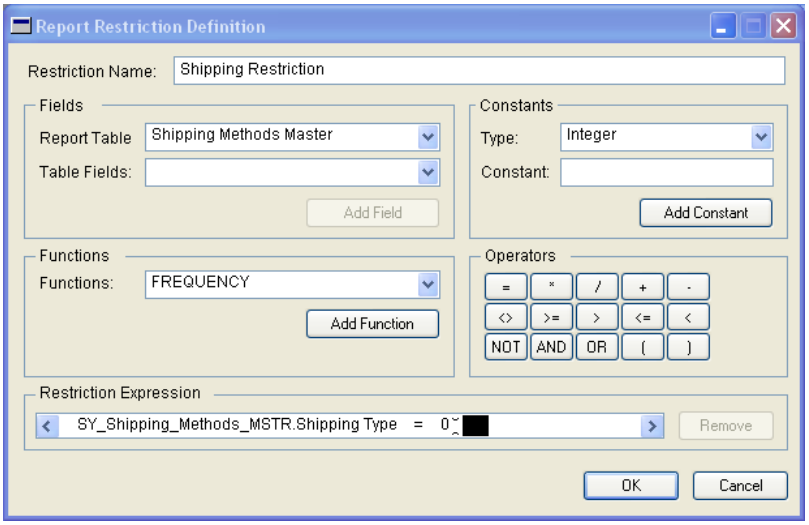
Lab 2.2 – Restricting

Company: Fabrikam, Inc.

Scenario: The Accounts Payable department would like a list of all the Shipping Methods they should be using when adding new Vendors or Vendor Classes. Make a copy of the Shipping Methods Report, and place a restriction on it to print only shipping methods that have shipping types set to pickup.

Solution

1. Select Report Writer from the Customize option on the Tools menu. The Report Writer main menu appears.
   (TOOLS→CUSTOMIZE→REPORT WRITER)
2. Click the **Reports** button to open the Report Writer window where all original and modified reports are listed.
3. From the Original Reports list, highlight the Shipping Methods Report and select **Copy**. A window opens, prompting you to name the new report. Enter Shipping Methods-Pickup Carriers as the name.
4. Highlight the report in the Modified Reports list and select **Open**.
5. Next, create a restriction expression. The restriction you create requires the shipping type to be Pickup to include it on the report. Once you have written the expression, the window should look like the following illustration.



6. Select Restrictions to open the Report Restrictions window, and then select **New** to open the Report Restriction Definition window.

7. Make the following entries:

Restriction Name	Shipping Restriction
Report Table	Shipping Methods Master
Table Fields	Shipping Type

Click the **Add Field** button.

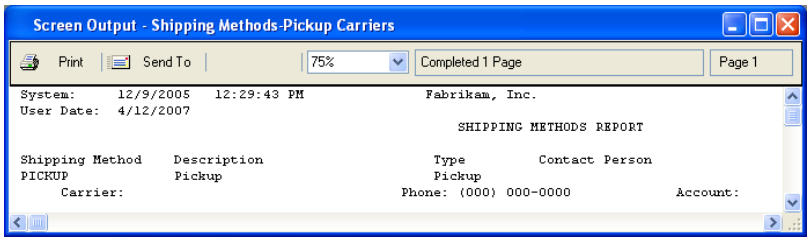
Operators	=
Type	Integer
Constant	0

Click the **Add Constant** button.

* The **Shipping Type** field has two possible values, pickup or delivery. The field is stored as an integer in Microsoft Dynamics GP and Pickup=0, Delivery=1.

8. Select **OK** to close the window and save the restriction, then close the Report Restrictions window.
9. Select **OK** in the Report Definition window.
10. In the Report Writer window, highlight the report in the Modified Reports list and select **Print**. Select the Screen option in the Report Destination window and click **OK**.

    The report appears in the Screen Output window as shown in the following illustration. Only records that have shipping types set to pickup should appear on the report.



Only records that have shipping types set to pickup should appear on the report.

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Lab 2.3 – Secondary Copy – Restrictions

Company: Fabrikam, Inc.

Scenario: The Payroll department has requested a list of the typical expense accounts that will be used for posting payroll expenses (accounts between 5000 and 6000) for any given department. You have decided to use the Administration department as an example. Include any other departments that begin with a "1" also. Since the restrictions for this report will not need to be changed on an ongoing basis, create the modified report as a secondary copy of the Accounts report.

HINT: *When working with the Microsoft Dynamics GP* ***Account Number*** *field in the Report Writer, note that the account number is actually stored as a string (composite) field even though it typically displays numeric characters.*

Solution

Creating the Report

1. Select Report Writer from the Customize option on the Tools menu. The Report Writer main menu appears.
   (TOOLS→CUSTOMIZE→REPORT WRITER)
2. Click the **Reports** button to open the Report Writer window where all original and modified reports are listed.
3. From the Original Reports list, highlight the Accounts report and select Copy. Name the report "Accounts- restrictions exercise."
4. Highlight the "Accounts- restrictions exercise" report in the Modified Reports list, and click the **Open** button to open the Report Definition window.

Creating the First Restriction

1. Click the **Restrictions** button to open the Report Restrictions window. Click the **New** button to open the Report Restriction Definition window. Make the following selections in the Report Restriction Definition window:

Restriction Name	Department Starts with a 1

Restriction Expression: Fields

Report Table:	Account Master
Table Fields	Account Number: Account_Segment_Pool1

Click the **Add Field** button.

Operators	=
Functions	WILDCARD

Constants

Type	String
Constant	1*

Click the **Add Constant** button.

The resulting restriction expression should be:

GL_Account_MSTR.Account Number:Account_Segment_Pool1 = WILDCARD("1*")

What is the purpose of this first restriction?

The first restriction limits the report to accounts from department 100 to department 199.

2. Give a brief explanation of the syntax used in the restriction expression:

   GL_Account_MSTR Account Number:Account_Segment_Pool1:

   = WILDCARD(1*):

3. Explain how the WILDCARD function is used.

   The Wildcard function is used by selecting it from the Function drop-down list.

4. Click **OK** to save the restriction and close the window. Verify that the new restriction has been saved.

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Creating the Second Restriction

1. Click the **New** button to open the Report Restriction Definition window. Make the following selections in the Report Restriction Definition window:

Restriction Name	Accounts 5000 through 6000

Restriction Expression: Fields

Report Table:	Account Master
Table Fields	Account Number: Account_Segment_Pool2

Click the **Add Field** button.

Operators	>=

Constants

Type	String
Constant	5000

Click the **Add Constant** button.

Operators	AND

Fields

Report Table	Account Master
Table Fields	Account Number: Account_Segment_Pool2

Click the **Add Field** button.

Operators	<=

Constants

Type	String
Constant	

Click the **Add Constant** button.

The resulting restriction expression should be:

GL_Account_MSTR.Account Number:Account_Segment_Pool2 >= "5000" AND

GL_Account_MSTR.Account Number:Account_Segment_Pool2 <= "6000"

What is the purpose of this second restriction?

Restricts the account number segment from 5000 to 6000.

2. Give a brief explanation of the syntax used in the restriction expression:

   GL_Account_MSTR Account Number:Account_Segment_Pool2:

   >= 5000:

   AND:

   GL_Account_MSTR Account Number:Account_Segment_Pool2:

   <= 6000:

3. Click **OK** to save the restriction, and close the window.
4. Verify that the new restriction has been saved, and click **OK** to close the Report Restrictions window.

Printing the Report in the Report Writer

In the Report Writer window, click the **Print** button. Select to print the report to the screen. After viewing the report, close the Screen Output window.

Printing the Report in Microsoft Dynamics GP

Do you need to grant access to this report before you can print it in Microsoft Dynamics GP? Why or why not?

No, because it is a secondary copy (you automatically have access to secondary copies of reports in Microsoft Dynamics GP).

1. Switch into the Microsoft Dynamics GP application. (FILE→MICROSOFT DYNAMICS GP)
2. Select Reports from the toolbar and select Customized. (REPORTS→CUSTOMIZED)
3. Select Microsoft Dynamics GP as the Product in the Custom Reports window. The Financial series will default into the **Series** field.
4. Highlight the Accounts- restrictions exercise report and insert it into the Print List.

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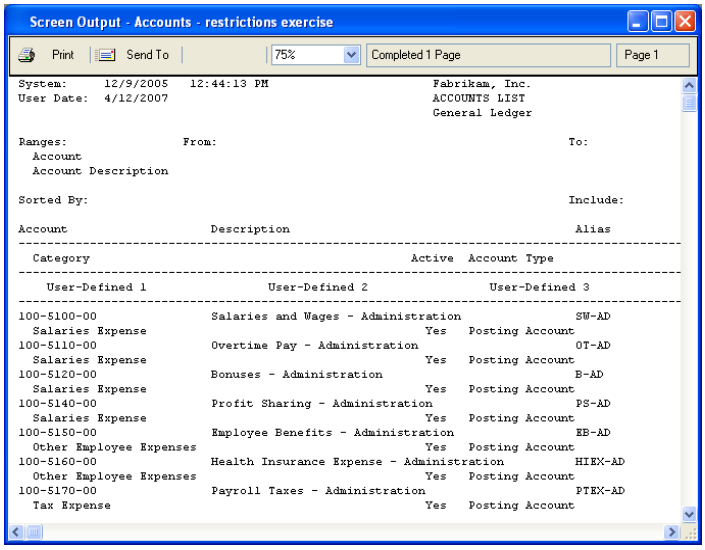
5. Highlight the report in the Print List and click the **Destination** button to open the Report Destination window. Select the **Screen** check box and make sure the **Printer** check box is not selected.

6. Click **OK** to close the Report Destination window and save your selections.

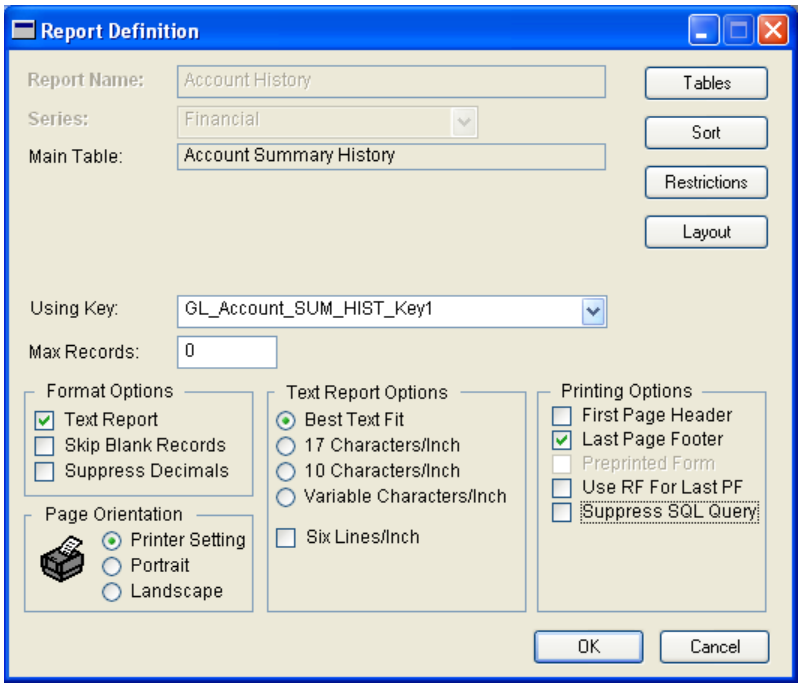
7. In the Custom Reports window, click the **Print** button to print the report to the screen. The report appears similar to what is shown in the following illustration:



Test Your Knowledge – Report Definition

Solution

Answer the following questions about the Report Definition window using the information provided in this chapter.



1. The Series indicates the Series to select when granting security access to a report in Microsoft Dynamics GP. What else is this option used for?

   This option is also used to indicate the series in which the main table of the report is categorized.

2. What should you take into consideration when selecting the main table for a report?

   Select the table that you will link other tables to in a way that enables data in the report to be printed accurately, the table that contains a key by which you could sort the report without having to create a user-defined sorting option, the table that contains the most information, or the table that contains the most general information.

3. What is the function of the **Using Key** field?

   This field determines how the report is sorted in the absence of a user-defined sorting option.

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4. How can you find out what fields make up a particular key?

   You can use either the Tables drop-down list in Report Writer or the Table Descriptions window available in both Report Writer and Microsoft Dynamics GP.

5. Look up the General Ledger Trial Balance Temporary table using Table Descriptions. How many keys are associated with this table? What fields make up each key?

   One key is associated with this table. The Account Number field makes up each key.

6. Can you change the **Using Key** field for a primary copy of a report?

   Yes.

7. Can you change the **Using Key** field for a secondary copy of a report?

   Yes.

8. What does Max Records set to 0 indicate?

   It indicates that all records in the report are printed (unless a user-defined restriction is created, in which case only records that adhere to that restriction will be printed).

9. What type of report are you working with if the **Text Report** check box is clear?

   You are working with a graphics report.

10. What is the function of the **Skip Blank Records** check box?

    This allows you to prevent records from being printed if a field in the record, or one that is related to the record, is blank.

11. What is the function of the **Suppress Decimals** check box?

    This allows you to prevent the decimal and decimal digits from printing on the report for all of the currency fields.

12. What is the function of the **Best Text Fit** option button?

    This tells Report Writer to determine if the report is printed using compressed or uncompressed text (Report Writer selects the one that allows all of the information to be printed on the report).

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13. What is the function of the **Variable Characters/Inch** option button?

    This allows you to use more than one font on a text report; it supports a different font size on each line of the report.

14. What is the function of the **Six Lines/Inch** check box?

    This indicates that six lines of the report should be printed in each inch of a text report. It increases the height of condensed text, but not the width, to ensure that six lines are printed in every inch of the report.

15. What is the function of the **Preprinted Form** check box?

    This releases Report Writer's built-in margins to allow you to print fields as close to the edge of the form as your printer allows.

Lab 3.1 – Adding Fields

Company: Fabrikam, Inc.

Scenario: Your company wants to start printing its slogans on various reports throughout the system. There are two User Defined fields available for each company, and you decide to use these fields to store the company slogans. At this point in time, you have not decided which reports these slogans should appear on. To view the new fields, modify the Company Settings Report. You need to set access to the primary copy to print the modified report from the Microsoft Dynamics GP system.

Solution

1. Open the Company Setup window in Microsoft Dynamics GP. (TOOLS→SETUP→COMPANY→COMPANY)
2. Enter a company slogan into the User Defined 1 and User Defined 2 fields. Click **OK** to save the new slogans.
3. Select Report Writer from the **Customize** option on the **Tools** menu. (TOOLS→CUSTOMIZE→REPORT WRITER) The Report Writer main menu appears.
4. Click the **Reports** button to open the Report Writer window where all original and modified reports are listed.
5. Highlight the Company Settings Report in the Original Reports list and click **Insert**.

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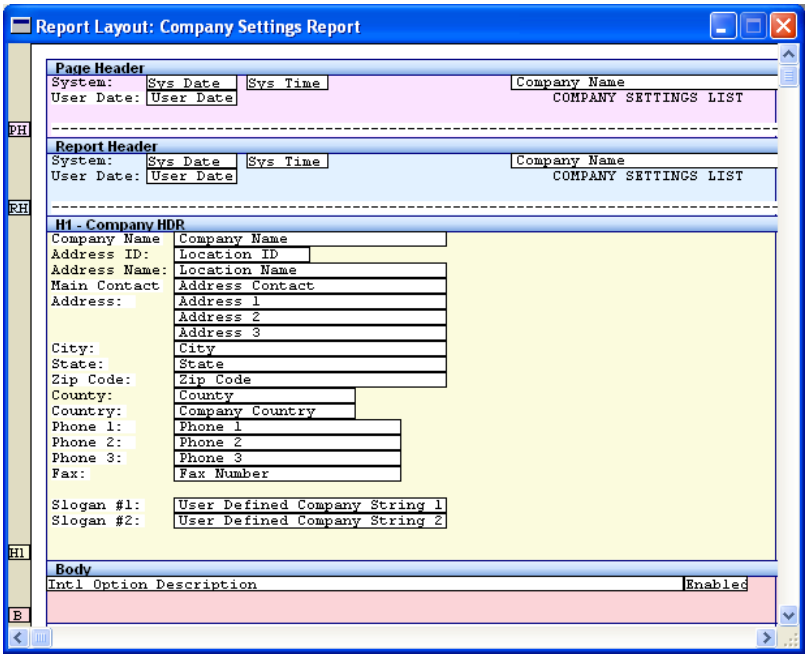
6. Highlight the report in the Modified Reports list and select **Open** to open the report.

7. In the Report Definition window that appears, enter the following information in the appropriate fields. Leave all other fields as they default.

Using Key	SY_Company_MSTR_Key2
Maximum Records	0
Format Options	Mark: Text Report Mark: Skip Blank Records
Text Report Options	Best Text Fit

8. Click the **Layout** button to open the Report Layout window. The modifications you make to the report should resemble the illustration below when it is complete. Complete these steps:

   – Select the labels for the User Defined 1 and User Defined 2 fields and delete them.
   – Use the text tool to add new labels that describe the actual information that was entered into those fields during company setup. For this exercise, enter Slogan-1 and Slogan-2.
   – In the body of the report, remove all of the text prompts and fields on the right-hand side of the layout. Remove all fields below the Slogan fields in the layout.



9. Save the modifications to this report by closing the layout window and selecting to save changes when the dialog box appears.
10. Click **OK** in the Report Definition window.
11. Set access to the report in Fabrikam, Inc. for your User ID. To do this, select Microsoft Business Solutions-Microsoft Dynamics GP from the **File** menu. (FILE→MICROSOFT DYNAMICS GP)
12. When the main menu of the Microsoft Dynamics GP system appears, select **Tools** and **Setup** from the menu bar, and then select **System** and **Security**. (TOOLS→SETUP→SYSTEM→SECURITY)
13. In the Security Setup window, make the following selections.

User ID	Select your User ID
Company	Fabrikam, Inc.
Product	Microsoft Dynamics GP
Type	Reports
Series	Company

A list of all Microsoft Dynamics GP reports appears. Check to be sure that your User ID has access to the original Company Settings report.

14. If there is not an asterisk (*) by the name of the report, double-click it to grant access to the report for your User ID.
15. Change the Type to Modified Reports, and then select Company again as the Series.
16. Double-click the Company Settings Report to give your User ID access to the modified report.
17. Click **OK** to save the changes you have made and close the window.
18. Print the report from Microsoft Dynamics GP using the same window used to print the original version. (REPORTS→COMPANY→SETUP)

17. Create a new report option for this report. Verify that the new slogans you entered are being printed on the report.

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Lab 3.2 – Convert Text Report to Graphic

Company: Fabrikam, Inc.

Scenario: Depending on the audience for a report, it may be advantageous to change the quality of appearance. You have recently learned that the Company Settings Report is going to be distributed at an important meeting, and, therefore, you decide to make a few changes.

Solution

1. Select Report Writer from the Customize option on the Tools menu. (TOOLS→CUSTOMIZE→REPORT WRITER)
2. The Report Writer main menu appears. Click the **Reports** button to open the Report Writer window where all original and modified reports are listed.
3. Delete the existing primary copy of the Company Settings Report from the Modified reports list by highlighting it and clicking the **Delete** button.
4. Create a new primary copy. The report appears in the Modified Reports list. Highlight it and select Open to open the Report Definition window.
5. Make the following selections in the Report Definition window.

Maximum Records	0
Format Options	Unmark Text Report

6. Click the **Layout** button to open the Report Layout window.
7. Remove all fields and labels in the H1 area of the report except the **Company Name**, **Location ID**, **Location Name**, **Address**, **City**, **State**, and **Zip Code** fields.
8. Reposition the fields and labels to close up the space left by the **Address Contact** field.
9. Move the **Zip Code** field and label to its own line.
10. Select all of the items in the report layout.
11. Select Drawing Options from the Tools menu. (TOOLS→DRAWING OPTIONS)
12. Change the font for the fields to Times 10.
13. Click **OK** and close the window.

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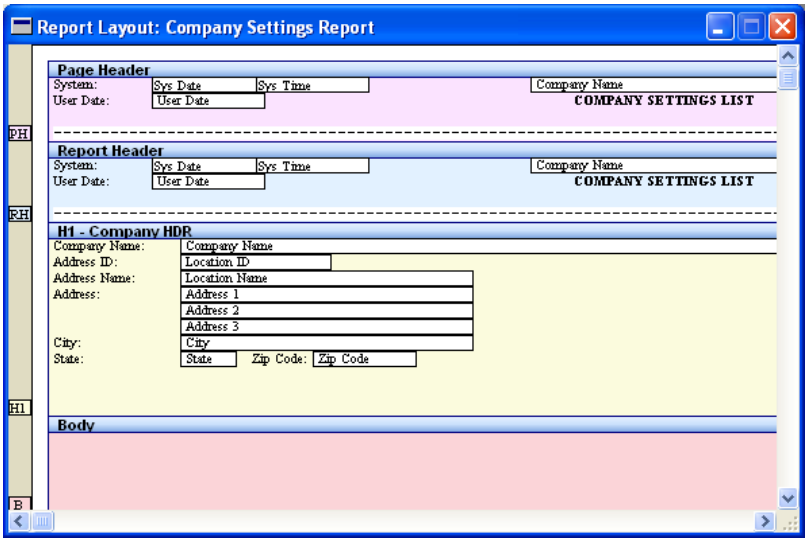
14. Select the text for the title of the report in both the report header and page header sections and make it Bold. Both fields can be selected at once by clicking on the first field and then holding down the shift key while clicking on the second field. When complete, the window should appear like the following:



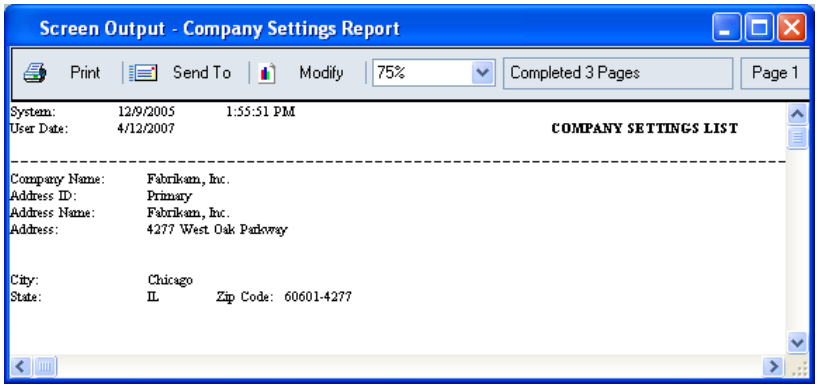
15. Close the window, and save changes when the dialog box appears.

16. Click **OK** in the Report Definition window.

17. Switch to Microsoft Dynamics GP by selecting it from the File menu.

18. Print the report by selecting REPORTS→COMPANY→SETUP and inserting the demo option for the Company Settings report.

    The report should look similar to the following:



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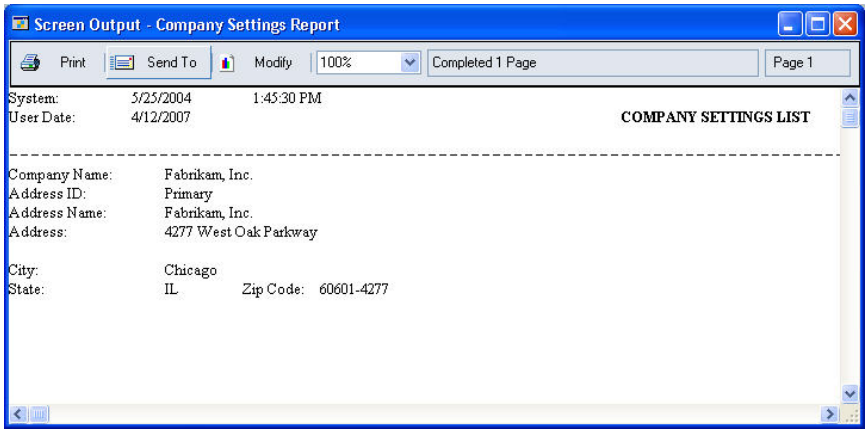
19. Click the **Modify** button on the toolbar of the Screen Output window to return to the Layout window in Report Writer.
20. Remove the **Address 3** field from the Layout, since you plan to only use a maximum of two address lines for your companies. This will reduce the empty space on your report.
21. Save the changes to the report.
22. Print the report again by switching back to Microsoft Dynamics GP (FILE→MICROSOFT DYNAMICS GP) and selecting REPORTS→COMPANY and inserting the demo option for the Company Settings report.
23. Notice the change to your report. There should be only one line of empty space between the **Address** fields and the **City** field. This blank line exists because you have no address listed on the second line for the sample company.

NOTE: *If you added a second address line to the sample company address, this line would print on the report instead of a blank line. You can also use calculated fields to remove the blank line if some companies use a second line address and others do not. If all companies only use one address line, simply remove the Address 2 field from the report layout.*



Lab 3.3 – Adding Fields, Text, and Graphics

Company: Fabrikam, Inc.

Background Information: The goals of this exercise are to practice working in the Report Layout window, learn how the Drawing Options window can be used to customize a report, learn how to paste a picture into your Picture Library, learn how to place a graphic into your report layout, and practice using the divider tool.

Scenario: The annual company conference is fast approaching and since the company logo has changed, you need to print new name tags for every employee. The name tags include the name of the employee, the position held by the employee, the department in which the employee works, the starting date of the employee, and the company logo.

Solution

Creating the New Report

1. Launch Report Writer. (TOOLS→CUSTOMIZE→REPORT WRITER)
2. Click the **Reports** button from the Toolbar.
3. Create a new report by clicking the **New** button. Make the following selections in the Report Definition window:

Report Name	Employee Name Tags
Series	Payroll
Main Table	Payroll Master
Using Key	Key 1
Max Records	0
Format Options	None
Page Orientation	Portrait
Printing Options	None

4. Click the **Layout** button to open the Report Layout window.
5. You only need one section in this report: the Body. Therefore, you need to remove the PH, RH, and RF sections from the layout. To do so, select Report Section Options from the Tools menu to open the Report Section Options window.
   - Clear the check boxes next to the following sections: Page Header, Report Header, and Report Footer. The only section that should be selected is the Body section.
   - Click **OK** to close the Report Section Options window and return to the layout. Note that the only section remaining in the Report Layout window is the B section.

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6. Increase the size of the body. Do this by clicking on the B in the vertical gray bar on the left side of the Report Layout window and dragging it down, noting the size of the section in the lower portion of the Toolbox window.

Adding Fields and Text to the Report Layout Window

7. From the Toolbox, click and drag the following fields into the Body of the report:
   - **First Name**
   - **Last Name**
   - **Job Title**
   - **Department**
   - **Start Date**

8. Use the Text tool from the Toolbox to add the following text prompts to the report:
   - **Position:**
   - **Department:**
   - **Member Since:**

9. Using the Report Drawing Options window, change the font assigned to the First Name and Last Name fields to Times 18. Change the font assigned to the remainder of the fields and all of the text prompts to Helvetica 10.

Adding a Graphic to the Picture Library

10. This step in creating your report is going to take place outside of Report Writer and the Microsoft Dynamics GP system. You need to use a drawing application, such as Microsoft® Paint, to create a logo for your company. Copy the logo to the clipboard and paste it into the Picture Library within Report Writer. Once the company logo graphic is in the Picture Library, use it on any graphics report.
11. Open the Paint application (or another drawing application). Create a company logo. After you have created the logo, copy it to the clipboard.
12. Switch back to Report Writer. Select Pictures from the Resources menu to open the Pictures window. Click the **New** button to open the Picture Definition window. Enter "Company Logo" in the **Picture Name** field. Then click inside the Picture frame.
13. Note that the frame now consists of two lines rather than one. Select Paste from the Edit menu to paste your graphic into the picture frame. Click **OK** to close the Picture Definition window. Verify that your picture is listed in the Pictures window, and then close the window to return to the Report Layout window.

Placing a Graphic in the Report Layout Window

14. To place a graphic in your report layout, click the Picture tool on the Layout tab in the Toolbox window. Move your mouse back to the layout, and click in the approximate area where you want the graphic. You can resize and move it later, so it is not necessary to be exact in the initial placement.

    When the Pictures window opens, select Company Logo from the list, and click **OK** to close the window. The graphic is placed in the layout. Use the handles to resize the graphic. Move the graphic into the body of the report to the left of the text prompts and fields.

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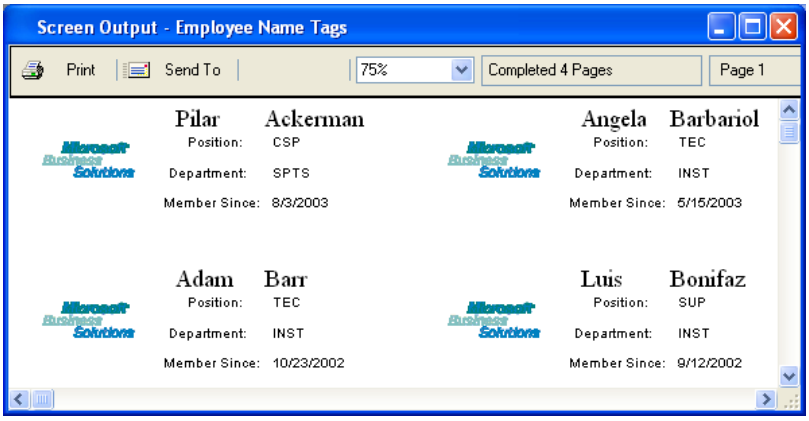
Creating Columns

15. Use the Divider tool from the Toolbox to create two columns for the report. To create columns, click the Divider tool on the Layout tab in the Toolbox window. Move your mouse back to the layout, and click in the approximate area where you want the division.

16. Close the Report Layout window, making sure to save your changes.
17. Click **OK** to close the Report Definition window.

Printing the Report

18. In the Report Writer window, click the **Print** button. Select to send the output to the screen. The output should appear like the following:



Test Your Knowledge – Report Layout

1. Can you use the Report Drawing Options window to change fonts for text prompts, fields, or both?

   Both

2. What is the storage size limitation for graphics in Report Writer?

   32K (or 32,000 bytes)

3. In which report sections are you allowed to use the Divider tool?

   The Body

4. When using the Divider tool, will text be printed from left to right and then from top to bottom or from top to bottom and then left to right?

   Left to right and then top to bottom

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Lab 4.1 – Linking Tables

Company: Fabrikam, Inc.

Scenario: In this lab, link all of the tables needed to create an Invoicing report. Create an Invoice Form report that contains information from all of the pertinent Invoicing tables.

Solution

1. Launch Report Writer by selecting Report Writer from the Customize option on the Tools menu. The Report Writer main menu appears. (TOOLS→CUSTOMIZE→REPORT WRITER)
2. Click the **Reports** button to open the Report Writer window where all original and modified reports are listed.
3. Click **New** and the Report Definition window opens. Enter New Invoice Form as the Report Name.
4. Select Sales for the Series.
5. From the Main Table list select Invoicing Transaction Work.
6. In the Using Key list select IVC_HDR_WORK_Key1.
7. Accept the defaults for the Format and Printing Options. Then select Tables to link additional Invoicing tables to the report.
8. On the Report Table Relationships window, highlight the Invoicing Transaction Work table from the list of Report Table Relations and select **New**.
9. Select RM Customer MSTR and click **OK**.
10. Repeat the previous two steps for each of the following tables:
    - Customer Master Address File
    - Invoicing Document Setup
    - Invoicing Transactions Amounts Work

    Each of these tables is linked from the Invoicing Transaction Work table.
11. On the Report Table Relationships window, highlight the Invoicing Transactions Amounts Work table from the list of Report Table Relations and select **New**. A different list of tables will be available.
12. Select Item Master and click **OK**.

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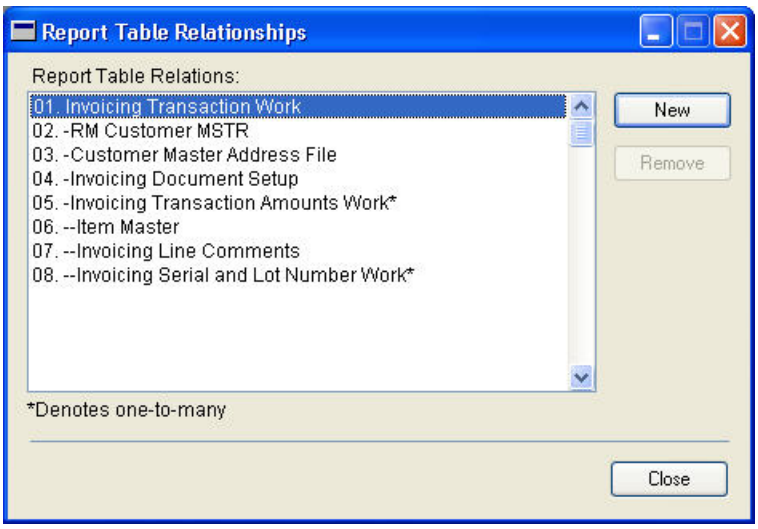
13. Repeat the previous two steps for the Invoicing Line Comments and the Invoicing Serial and Lot Number Work tables. Each is linked from the Invoicing Transactions Amounts Work table.

    When you have finished linking the tables, the Report Table Relationships window should look like the following illustration.



14. Select Close in the Report Table Relationships window to save the link and close the window.

    At this point, all of the pertinent information is available to create an Invoicing Form report.

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Lab 4.2 – Additional Headers and Footers

Company: Fabrikam, Inc.

Scenario: The president of your company has asked for a User Companies Report that lists each user and the companies to which they have access. In addition, the president would like information regarding the total number of companies each user has access to. Add the necessary report sections and a field that counts the number of companies each user has access to.

Solution

1. Select Report Writer from the Customize option on the Tools menu. The Report Writer main menu appears.
2. Click the **Reports** button to open the Report Writer window where all original and modified reports are listed.
3. Click the **New** button to open the Report Definition window. Make the following entries.

Report Name	User Companies: Additional Sections
Series	System
Main Table	User-Company Access
Using Key	SY_User_Company_Access_REL_Key1
Printing Options	First Page Header, Last Page Footer

4. To access all the fields you use on the report, add one more table to the report. To do this, select the **Tables** button to open the Report Table Relationships window.
5. Select **New** and highlight the Company Master table in the list. Click **OK**, and then **Close** on the Report Table Relationships window.
6. From the Report Definition window, select Layout to open the Report Layout window.
7. Create an additional header and footer. This can be done by selecting Report Section Options from the Tools menu and by clicking the **New** button located next to the Additional Headers list. Make the following entries to create the additional header, and then select **OK**.

Header	User ID
Name	0
Records Per Report Body	
Print when field changes	User-Company Access
	User ID

8. On the Report Section Options window, click the **New** button located next to the Additional Footers list. Make the following entries, and then click **OK** to close the Footer Options window.

Footer	User ID
Name	0
Records Per Report Body	
Print when field changes	User-Company Access
	User ID

9. Click **OK** to close the window. The additional header and additional footer labeled H1 and F1 are now part of the report layout.
10. Begin creating the layout of the report by selecting the User-Company Access Table from the drop-down list within the Toolbox window. Highlight the **User ID** field, and drag it into the additional header section of the report. Position it near the left of the report.
11. Select the Company Master table from the drop-down list within the Toolbox window. Highlight the **Company Name** field, and drag it to the body of the report. Position it to the right of the **User ID** field.
12. Create a field that counts the number of companies each user has access to. Highlight the **Company Name** field in the Toolbox and drag it to the additional footer. Place it below the first **Company Name** field in the body of the report.
13. From the Tools menu, select **Report Field Options**, or double-click on the field in the report layout. From the Report Field Options window, set the **Field Type** to Count**.** Click **OK** to save changes and close the window. Resize the field to an appropriate size.
14. Use the text tool to make a title for the report and labels for the three fields added to the report layout. Position the report title in the report header and the labels to the left of the appropriate field.

Report	User Access
Title	User ID
User ID Field	Companies
Company Name Field	User-Company Access
Count Field	Total companies for this user

15. Use the Drawing Options window (TOOLS→DRAWING OPTIONS) to change the font to Helvetica 24 point for the RH section of the report and Helvetica 12 point - bold and italic for the rest of the report.

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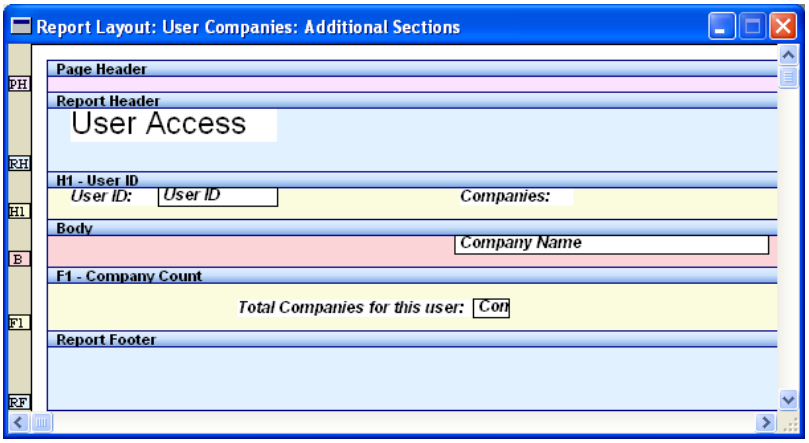
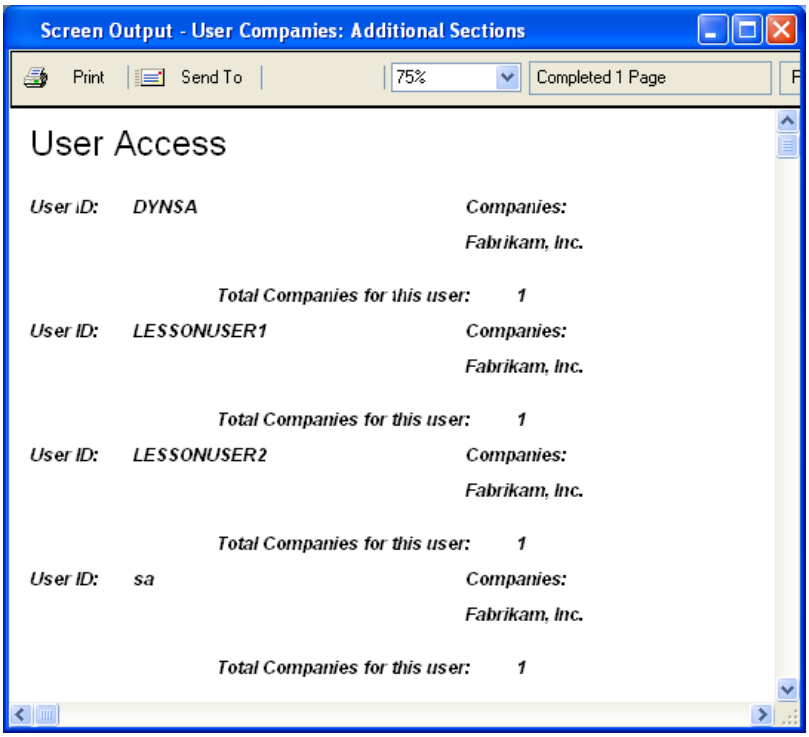
16. Resize the report sections so they are similar to the illustration shown below. Do this by clicking on the section name in the vertical gray bar on the left side of the Report Layout window and then dragging it down, noting the size of the section in the lower portion of the Toolbox window.

17. Close the Report Layout window selecting to save the changes made, and then click **OK** to close the Report Definition window.

    The layout should resemble the following illustration:



18. Print the report to the screen using Report Writer. The screen output should look similar to the following:



Lab 4.3 – Additional Headers and Footers

Company: Fabrikam, Inc.

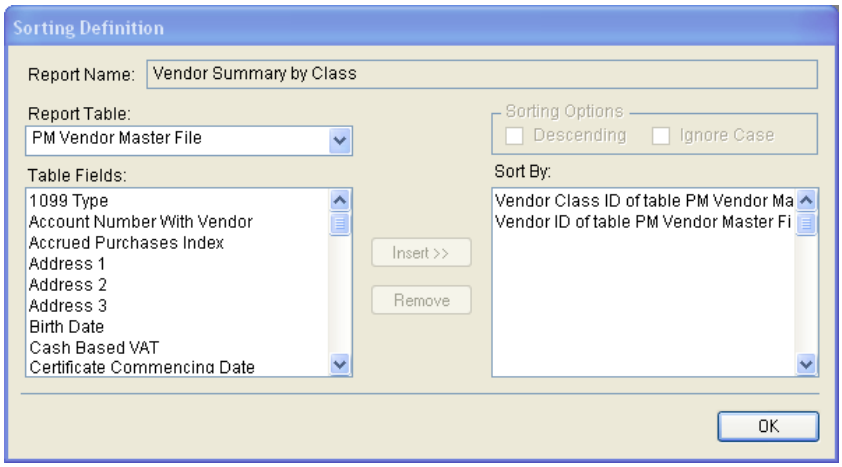
Scenario: Fabrikam, Inc. relies heavily on the organization of vendors by vendor class. Because of this, modify the Vendor Summary Report so that the vendor information is sorted and grouped according to each vendor class. Create the modified report as a secondary copy, and name it Vendor Summary by Class.

Solution

1. Launch Report Writer. (TOOLS→CUSTOMIZE→REPORT WRITER)
2. Click the **Reports** button to open the Report Writer window where all original and modified reports are listed.
3. Highlight the Vendor Summary report in the list of Original Reports, and click **Copy** to make a secondary copy of the report. Enter Vendor Summary by Class as the new report name and click **OK**.
4. Select the report from the list of Modified Reports and select **Open**.
5. Create a sorting method for the report so the information on the report will print in order of vendor class. If the vendor class is the same for multiple vendors, the vendor information will then print in alphabetical order. To create this additional sorting method, use the Sorting Definition window, and insert the following sort by fields:

1st Field	
2nd Field	Vendor Class ID of table PM Vendor Master File

***HINT**: Highlight Vendor Class ID in the Sort by field before inserting the Vendor ID.*



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6. After the sort by fields have been inserted, click **OK** to save the new sorting method.
7. On the Report Definition window, select **Layout** to open the Report Layout window.
8. Create an additional header and footer using the new sorting option you added to the report. This can be done by selecting **Report Section Options** from the Tools menu (TOOLS→SECTION OPTIONS) and by clicking the **New** button located next to the Additional Headers list. Make sure there is nothing highlighted in the list before clicking the **New** button.
9. On the Header Options window, make these entries and then click **OK** to close the window:

Header Name	Vendor Class ID
Records Per Report Body	0
Print when field changes:	
Report Table	PM Vendor Master File
Field	Vendor Class ID

10. To create the additional footer, click the **New** Button located next to the Additional Footers list. Make the following entries, and then click **OK** to close the window:

Footer Name	Vendor Class ID
Records Per Report Body	0
Print when field changes:	
Report Table	PM Vendor Master File
Field	Vendor Class ID
Footer Options	Page Break

11. Click **OK** to close the Report Section Options window. The additional header and additional footer labeled H1 and F1 are now part of the report layout.
12. Modify the layout of the report by adding the **Vendor Class ID** field to the H1 section of the report. Click and drag the **Vendor Class ID** field from the Toolbox onto the H1 section of the Report Layout.

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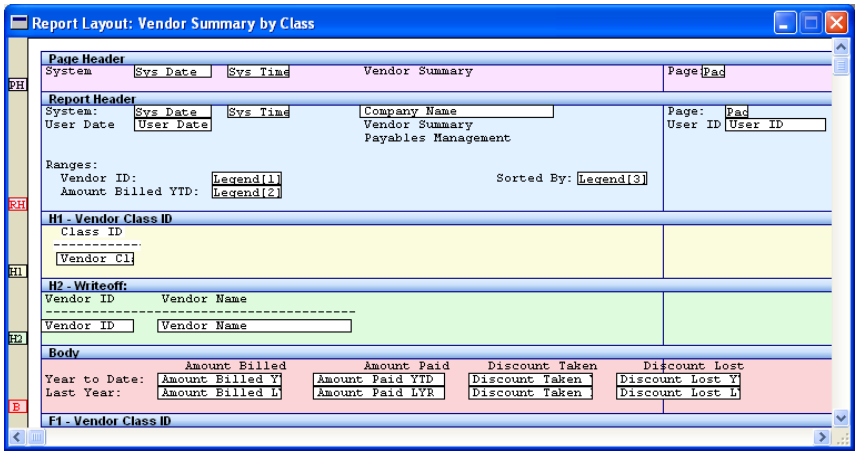
13. Also using the text tool, insert a text prompt in the additional header section of the report along with a dotted line.

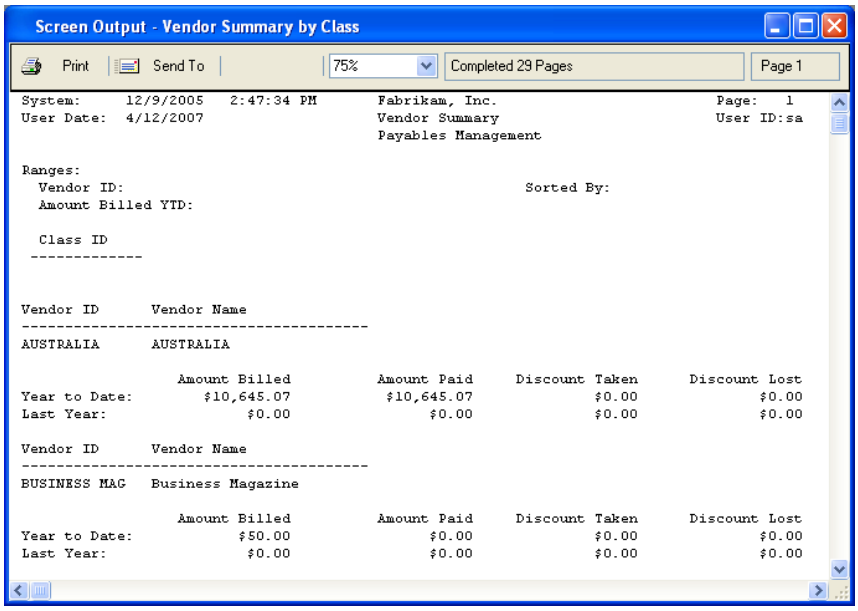
    When complete the layout should resemble the following illustration:



14. Close the Report Layout window, save the changes, and then click **OK** to close the Report Definition window.

15. Print the report to the screen using the Report Writer. The screen should look similar to the illustration. Notice that each different Vendor Class ID appears at the top of a new page of the report.

NOTE: *Vendors not assigned to a class print first on your report.*



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Lab 5.1 – Array Fields

Company: Fabrikam, Inc.

Scenario: You have been asked to create a report to give an overview of your Customers aging. The **Aging Period Amounts** field is stored in an array. This exercise guides you through the creation of a simple report that includes adding the **Aging Period Amount** field to the report for all seven aging periods.

Solution

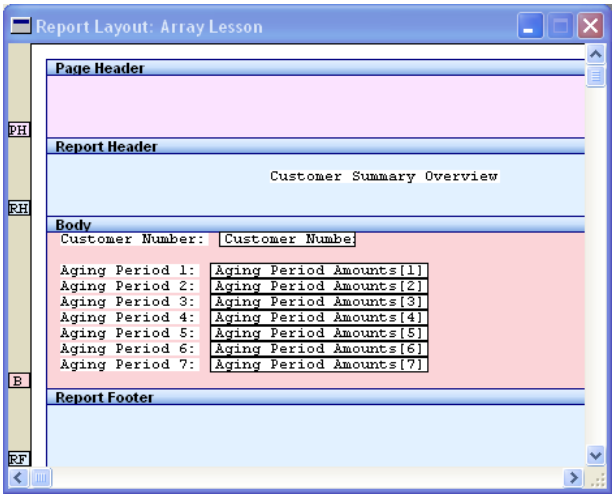
1. Select Report Writer from the Customize option on the Tools menu. The Report Writer main menu appears. (TOOLS→CUSTOMIZE→REPORT WRITER)
2. Click the **Reports** button to open the Report Writer window where all original and modified reports are listed.
3. Click the **New** button to open the Report Definition window. Make the following entries.

Report Name	Array Lesson
Series	Sales
Main Table	Customer Master Summary
Using Key	RM_Customer_MSTR_SUM_Key1
Maximum Records	0
Format Options	Text Report
Text Report Options	17 Characters/Inch
Printing Options	First Page Header
Printing Options	Last Page Footer

4. Click the **Layout** button to open the report layout area. Complete the layout of the report by referring to the following illustration and steps for guidance.
5. Add a title to the report header called Customer Summary Overview.
6. Make the body of the report larger by clicking on the "B" in the vertical gray bar on the left side of the window and dragging it down. Increase the size from 48 pixels to 120.
7. Place the **Customer Number** field into the body section of the report, and add an appropriate text prompt to the left of that field.
8. The report layout also includes the aging period amounts for each customer. Those amounts are stored in an array field called **Aging Period Amounts**. Because Customer can have up to seven aging periods and it is not known exactly how many have been assigned, all seven will be added to the report layout. They will be arranged in one column within the body of the report.

9. Add the **Aging Period Amounts** field by holding down the CTRL key, selecting Aging Period Amounts from the Toolbox, and dragging the field into the body of the report below the Customer Number. All of the seven amounts will be added to the layout.

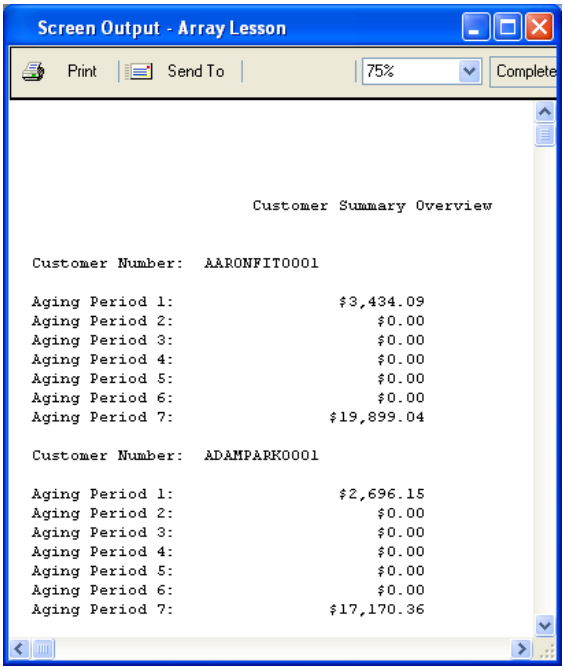
10. Add text labels for each aging period.



11. Close the layout window, and select to save your changes. Click **OK** in the Report Definition window to save the report.

12. In the Report Writer window, highlight the Array Lesson report in the Modified Reports list and click **Print**.

13. The screen output window should appear similar to the following:



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Lab 5.2 – Field Options

Company: Fabrikam, Inc.

Scenario: To better handle incoming phone calls and ultimately provide better customer service, it has been decided that you need a report that displays all of your customers and the salesperson that has been assigned to each customer. For added reference, make sure the report counts the number of customers that each salesperson has been assigned. Also, add a field that counts the total number of salespeople listed on the report.

Solution

1. Open the Report Writer main menu. (TOOLS→CUSTOMIZE→REPORT WRITER)
2. Click the **Reports** button to open the Report Writer window where all original and modified reports are listed.
3. Click the **New** button and make the following entries.

Report Name	Salesperson - Field Options
Series	Sales
Main Table	RM Salesperson Master
Using Key	RM_Salesperson_MSTR_Key1
Maximum Records	0
Format Options	Skip Blank Records
Printing Options	First Page Header, Last Page Footer

4. To include all your fields on the report, the RM Customer Master table needs to be linked to the report. This can be done by selecting the **Tables** button. On the Report Table Relationships window, select **New** to open the Related Tables window.
5. Highlight the RM Customer Master table and select **OK**. Close the Report Table Relationships window.
6. Select **Layout** to open the Report Layout window.
7. From the Tools menu, select Section Options. (TOOLS→SECTION OPTIONS) Ensure the Report Header, Body, and Report Footer sections are selected on the Report Section Options window.
8. Ensure the Page Header and Page Footer selections are selected.
9. Create an additional header. This header will be printed at the beginning of each new group, which is each time a new salesperson's information is printed. To create the additional header, click the **New** button at the right of the Additional Headers list.

10. In the Header Options window, make the following selections, and click **OK** to close the window.

Header Name	Salesperson ID
Print When Field Changes:	
Report Table	RM Salesperson Master
Field	Salesperson ID

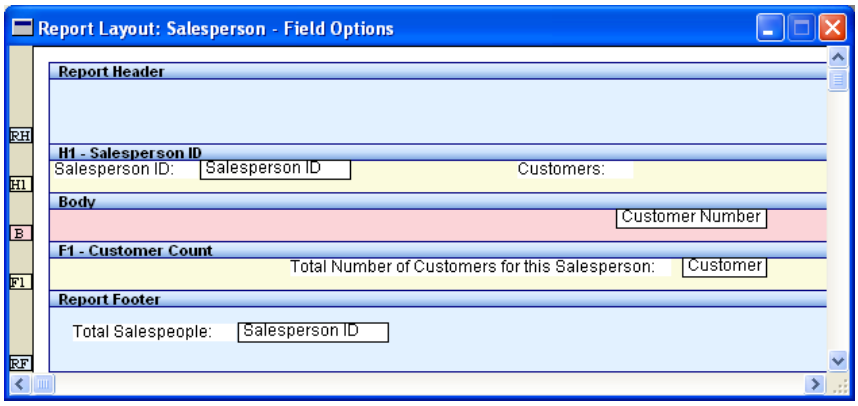
11. Repeat the process to create an additional footer. This footer prints information about the group above it. It prints how many customers are assigned to a salesperson. To create another footer, click the **New** button at the right of the Additional Footers list.

12. In the Footer Options window, make the following selections.

Footer Name	Customer Count
Print When Field Changes:	
Report Table	RM Salesperson Master
Field	Salesperson ID

13. Click **OK** to close the Footer Options window; then click **OK** to close the Report Section Options window.

14. The modifications you make to the report should resemble the following illustration when it is complete.



15. From the RM Salesperson Master table, place the **Salesperson ID** field in the additional header section of the report (labeled H1) and again in the report footer (labeled RF).

16. From the RM Customer Master table, place the **Customer Number** field in the body of the report (labeled B) and in the additional footer (F1). Position and resize the fields.

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17. Use the text tool from the Toolbox to create labels for the fields you have added. Place them in the layout window according to the illustration shown earlier in this exercise.

1st Salesperson ID field	**Salesperson ID:**
2nd Salesperson ID field	**Total Salespeople:**
1st Customer Number field	**Customers:**
2nd Customer Number field for this Salesperson:	**Total Number of Customers**

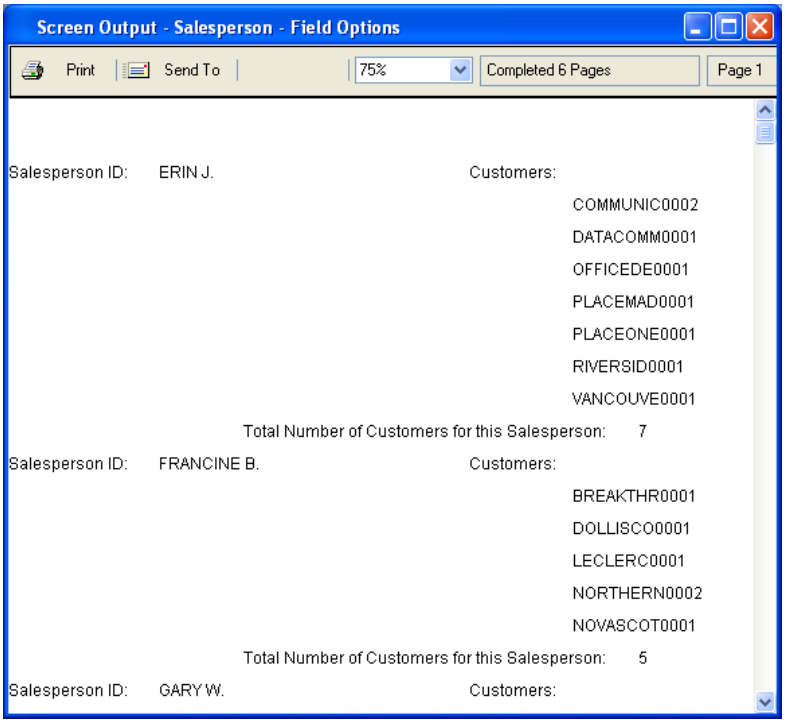
18. Select the **Customer Number** field you placed in the additional footer. From the **Tools** menu, select **Field Options**. Set the **Field Type** to Count in the Report Field Options window, and click **OK** to close the window.

19. Select the **Salesperson ID** field you placed in the report footer. From the Tools menu, select Field Options or double-click on the field. Set the **Field Type** to Control Count in the Report Field Options window, and click **OK** to close the window.

20. Close the Report Layout window, and save the changes. Click **OK** in the Report Definition window to save the report.

21. In the Report Writer window, highlight the report for Field Options Lesson in the list of Modified Reports and click **Print**.

22. Select to send the output to the screen. The screen output should look similar to the following:



Lab 5.3 – Calculated Fields

Company: Fabrikam, Inc.

Background Information: The concatenate (CAT) operator joins two elements of an expression together, and the STRIP function removes trailing blank spaces from string fields.

Scenario: Your experience has shown you that some tables in Microsoft Dynamics GP store the **City**, **State**, and **Zip Code** fields as separate fields. Today you are going to create a report that lists all the locations for your company. To make the report look a little neater, create a calculated field that concatenates, or joins, the **City**, **State**, and **ZIP Code** fields. Use the CAT operator and the STRIP function to create the field.

Solution

1. Select Report Writer from the Customize option on Tools menu. The Report Writer main menu appears. (TOOLS→CUSTOMIZE→ REPORT WRITER)
2. Click the **Reports** button to open the Report Writer window where all original and modified reports are listed.
3. Click the **New** button and make the following entries.

Name	Concatenated Fields Exercise
Series	Company
Main Table	Company Location Master
Using Key	SY_Location_MSTR_Key1
Format Options	Text Report

4. Click **Layout** to open the Report Layout window.
5. From the drop-down list within the Toolbox, select Calculated fields, and click the **New** button at the bottom of the window. The Calculated field Definition window appears.
6. Make the following entries. Refer to the illustration shown later in this exercise.

Name	City State ZIP
Result Type	String
Expression Type	Calculated
Functions Tab	
Type:	System-defined
Function:	STRIP

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7. Click the **Add** button.

Fields Tab	
Resources:	Company Location Master
Field:	City

8. Click the **Add** button.
9. In the **Calculated Expression** field, click to the right of the closing parenthesis.

Operators	CAT
Constants	Tab
Type:	String
..Constant:	Press the spacebar twice

10. Click the **Add** button.

Operators	CAT
Functions	Tab
Type:	System-defined
..Function:	STRIP

11. Click the **Add** button.

Fields Tab	
Resources:	Company Location Master
Field:	State

12. Click the **Add** button.
13. In the **Calculated Expression** field, click to the right of the closing parenthesis.

Operators	CAT
Constants	Tab
Type:	String
..Constant:	Press the spacebar twice

14. Click the **Add** button.

Operators	CAT
Fields Tab	
Resources:	Company Location Master
..Field:	Zip Code

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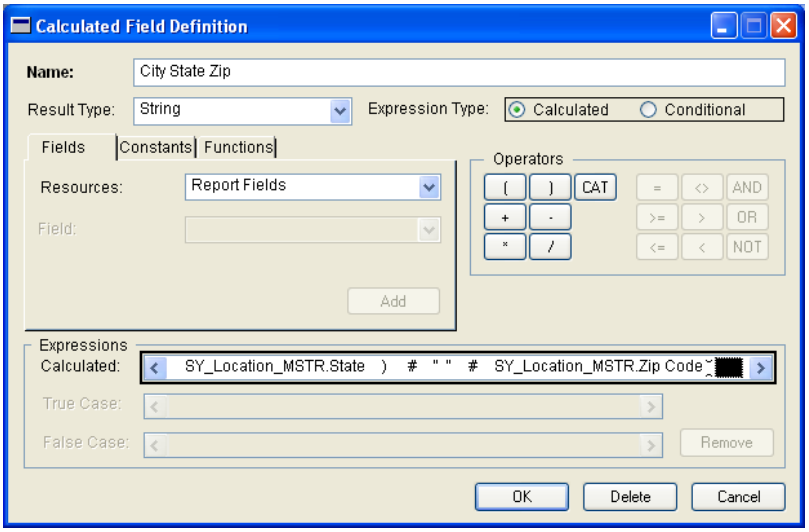
15. Click the **Add** button.

    This completes the expression. You can correct the expression by removing or adding a token if necessary. The most common mistake made when concatenating is clicking to the right of the parenthesis. If you are having difficulties with the field, remove it and start again, following the instructions precisely.

16. When you have written the expression, the window should look like the following window illustration. Once you have verified that you have entered the information correctly, click **OK** to save the expression and close the window.



17. Position the following fields from the Company Location Master file in the body of the report. Refer to the illustration of the report shown later in this exercise for guidance. (Size the fields accordingly.)

Location Name	**Address1**
Address 2	**City**
State	**Zip Code**

NOTE: *The City, State, and Zip Code are added to the layout even though a calculated field was already created to represent those fields. The individual fields are added to the layout so that they can be used later in the exercise to resize the calculated field.*

18. Highlight the new calculated field in the list of calculated fields in the Toolbox, and place it in the body of the report under the **City**, **State**, and **Zip Code** fields that were added previously. Resize the field so it is the same width as the three individual fields combined. This step is necessary so that if the maximum length for each of the fields is needed, the information is still printed properly.

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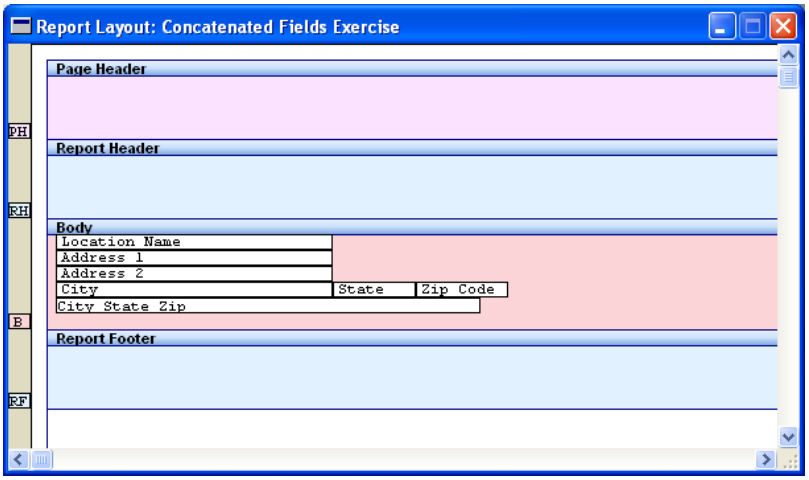
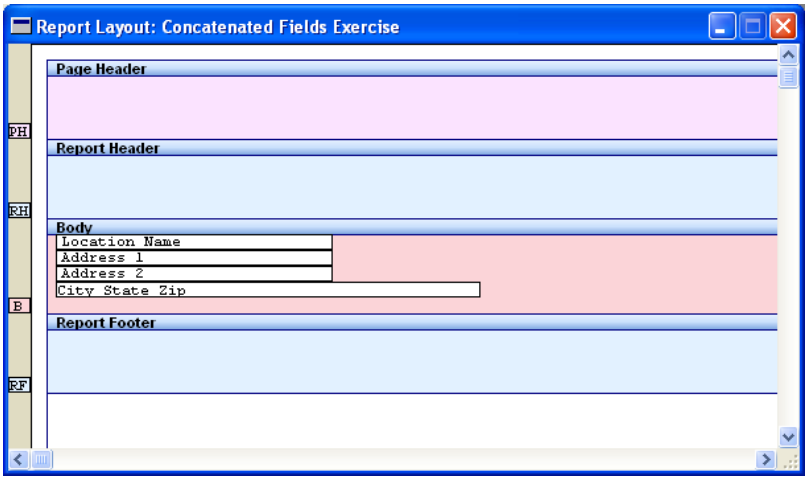
Refer to the following illustration for guidance.



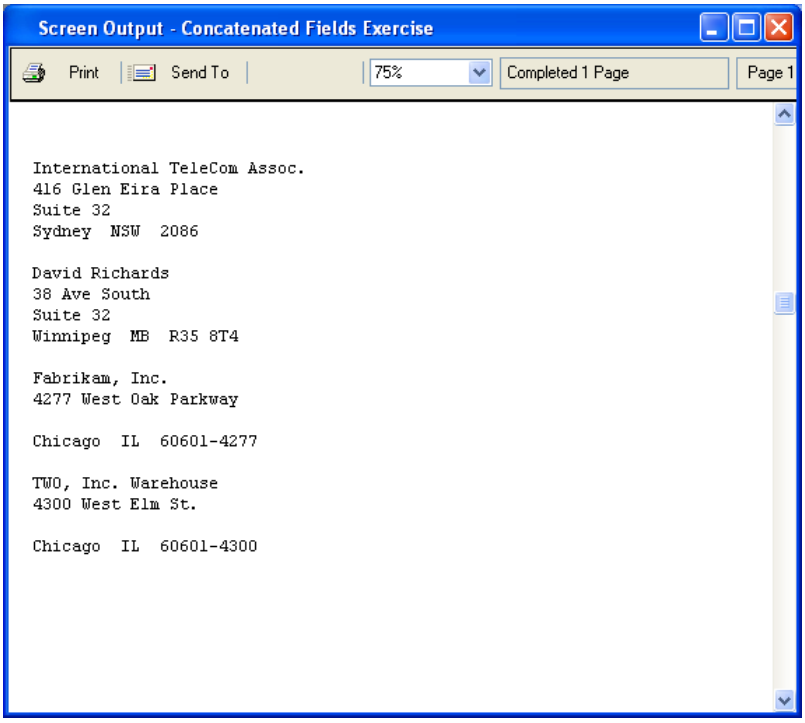
19. Remove the individual **City**, **State**, and **Zip Code** fields. Reposition the calculated field, **City State ZIP** field, just below the **address** fields. Refer to the following illustration for guidance.



20. Close the Report Layout window, and save the changes. Click **OK** in the Report Definition window to save the report.

21. Highlight the report for the Concatenated Fields Lesson in the list of Modified Reports and click **Print**. Send the output to the screen.

    The screen output window should look like the following illustration:



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Lab 6.1 – Report Planning

1. Which Microsoft Dynamics GP module will this report be used with?

   Receivables Management

2. List the significant words and phrases in the above paragraph.

   All salespeople, For each salesperson…list of…customers, for each customer…total purchases…past 90 days.

3. List the nouns within these significant words and phrases.

   Salespeople, customers, purchases, days

4. Translate these nouns into prospective fields.

   Salesperson ID, Salesperson Name, Customer Number, Customer Name, Aging Amounts.

5. Where can you find the sample reports for most modules?

   Find them under the Help Menu in the Microsoft Dynamics GP application.

6. Use Field Descriptions to locate the table where the Salesperson ID and Customer Name fields are stored. List the possible tables.

   The Salesperson ID field is stored in the following tables: the header and detail work and history tables for all of the sales series modules, Commission History, Customer Master Address File, commission-related tables, RM Customer MSTR, RM Open File, RM Salesperson Master, RM_Class_MSTR, Sales Territory Master File, Salesperson Master Summary File, and some temporary tables.

   The Customer Name field is stored in the following tables: the header work and history tables for all of the sales series modules, RM Customer MSTR, RM Finance Charge Register, RM Period Sales Analysis Header, RM PTR BFC Register, Sales Deposit History, Sales Prospect Master, and some temporary tables.

   Use Window Descriptions to locate the table where the aging amounts for each customer are stored. List the possible tables.

   RM_Customer_MSTR, RM_Customer_MSTR_SUM, RM_Module_SETP, and RM_Period_SETP.

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7. Use Table Descriptions to locate the field within the table you identified above that stores the aging amounts. What is the name of this field?

   Aging Period Amounts

8. Based on the information you found above, identify the tables you will use in this report, and within each, the main fields you will be using.

   RM Salesperson Master: Salesperson ID, Salesperson First Name, Salesperson Last Name; RM Customer MSTR: Customer Name; and Customer Master Summary: Aging Period Amounts.

9. List the main table for the report.

   RM Salesperson Master

10. What tables will you link to the main table?

    Using the daisy chain method, link RM Customer MSTR to RM Salesperson MSTR and Customer Master Summary to RM Customer MSTR.

11. Identify any additional headers and footers you will need in the report.

    You need one additional header to hold salesperson-related fields and an additional footer to hold customer totals.

12. How will the fields on the report be sorted?

    The salespeople will be sorted alphabetically in ascending order. The customers will be sorted alphabetically in descending order. The aging periods will be listed in ascending order.

13. How will the report be restricted?

    Only customers that have an aging balance greater than $0.00 will be printed.

14. List the totals you need to see on the report.

    Total number of customers per salesperson, aging period amounts total for each customer, aging period amounts grand total, and total number of salespeople.

15. List the totals that will need to be created within Report Writer.

    Total number of customers per salesperson, aging period amounts total for each customer, aging period amounts grand total, and total number of salespeople.

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Lab 7.1 – Define and Use a New Table Relationship

Company: Fabrikam, Inc.

Background Information: In a previous lesson, you created both a primary and a secondary copy of the Blank Invoice Form. In this exercise, you create a table relationship that you use with the primary copy of the Blank Invoice Form. The goals of this exercise are to learn how to create a table relationship and to learn how to use the newly created table relationship in a report.

Scenario: You have learned that important information is being entered in the Item Level Notes window for Invoices. This information is important to customers as well so you decide to include the notes on your Invoices. Since the notes do not reside in a table that is currently linked to the Invoice, you need to create a relationship between the Item Master table and the Record Notes Master table. The Record Notes Master table then needs to be linked to the Blank Invoice Form so that notes attached to inventory items can be printed on the report.

Solution

Creating the Relationship

1. Select Report Writer from the Customize option on the Tools menu. The Report Writer main menu appears. (TOOLS→CUSTOMIZE→REPORT WRITER)
2. Click the **Tables** button on the toolbar to open the Tables window. Select the primary table, which for this exercise is IV_Item_MSTR and click the **Open** button to open the Table Definition window.
   - Which of the three table names (display, technical, or physical) is used in the Table window? **Technical**

HINT: *Use the Tables Descriptions window (FILE→TABLE DESCRIPTIONS) to find the answer to this question.*

   - In which window can you find all three of these names together in one place? **Table Names**

HINT*: Click the ellipsis button in the Table Description window.*

   - How do you access this window from Microsoft Dynamics GP and not Report Writer?
     TOOLS→RESOURCE DESCRIPTIONS→TABLES

3. Click the **Relationships** button to open the Table Relationship window. Verify that the relationship you want to create does not already exist. Specifically, verify that Record Notes Master is not currently in the Table Relationships list.

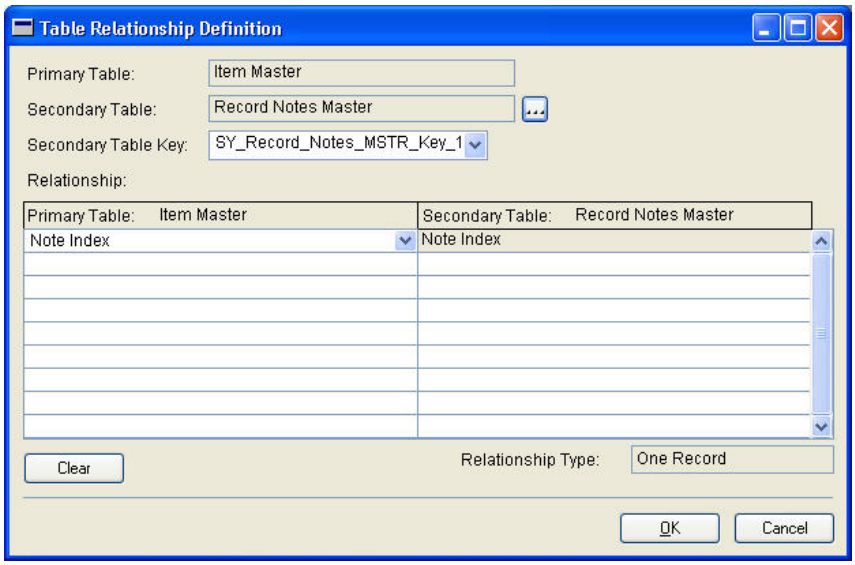
   – Is it possible to delete a relationship that was created as part of the original Microsoft Dynamics GP dictionary? **No**

4. Click the **New** button to open the Table Relationship Definition window. Make the following entries. Refer to the illustration that is given for guidance.

   Secondary Table: Record Notes Master

   Secondary Table Key: SY_Record_Notes_MSTR_Key_1

   Match the **Note Index** field in the Record Notes Master table with the **Note Index** field in the Item Master table by selecting **Note Index** from the drop-down list for the Primary Table.



NOTE: *Keep in mind that when creating valid relationships, it is not the field names that have to be exact; it is the contents of the fields.*

For example: the ***Originating Master Name*** *field in the Year-to-Date Transaction Open table corresponds to the* ***Vendor Name*** *field in Payables Management and the* ***Customer Name*** *field in Receivables Management.*

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- Is this relationship one-to-one or one-to-many?
  Yes

- What is a one-to-one relationship?
  One record in the primary table matches one record in the secondary table.

- What is a one-to-many relationship?
  One record in the primary table matches multiple records in the secondary table.

- What are the advantages of creating a one-to-one relationship?
  More capabilities when linking additional files if relationships are one-to-one.

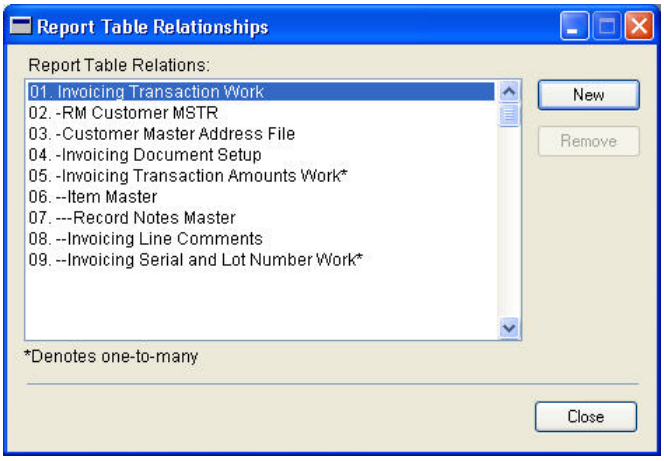
- What do the fields listed in the Primary Table drop-down list have in common with the corresponding key segment (field) in the Secondary Table portion of the Relationship scrolling window?
  They have the same data type.

5. Click **OK** to close the Table Relationship Definition window and to save your new relation.
6. Verify that the secondary table now exists in the Table Relationships list on the Table Relationship window.
   - Can you delete a relationship you created yourself?
     Yes
7. Close the Table Relationship window. Click **OK** to close the Table Definition window. Close the Tables window. You are now ready to use the new relationship in a report.

Linking the Record Notes Master Table to the Report

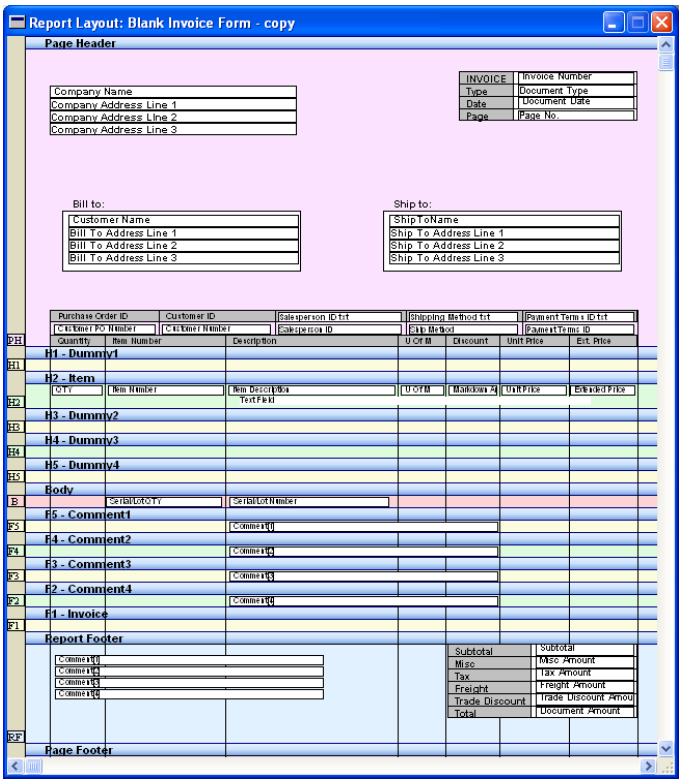
1. Click the **Reports** button to open the Report Writer window where all original and modified reports are listed.
2. In the Report Writer window, highlight the Blank Invoice Form in the list of Modified Reports, and click the **Open** button to open the Report Definition window.
3. Click the **Tables** button to open the Report Table Relationships window.

4. Highlight the Item Master table in the Report Table Relations list and click the **New** button to open the Related Tables window. Select Record Notes Master and click **OK**.



5. Click **Close** to save your selections and click the **Layout** button to open the Report Layout window.

6. Increase the size of H2 by one line. Select Record Notes Master from the drop-down list in the Toolbox window. Drag the **Text** Field onto the layout and place it below the **Item Number** field in H2. Resize the field as shown in the following illustration:



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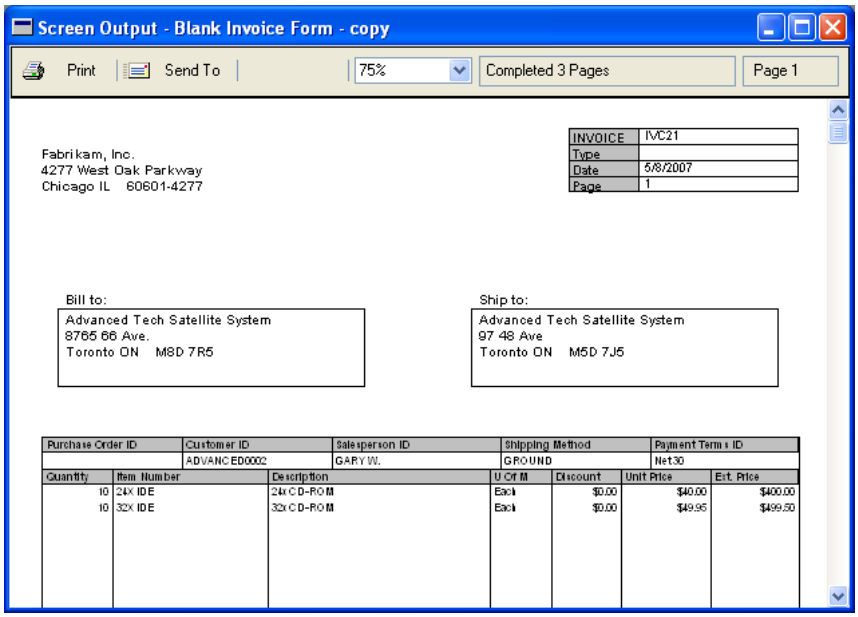
Printing the Report

1. Close the Report Layout window, and save your changes. Switch to the Microsoft Dynamics GP application (FILE→ MICROSOFT DYNAMICS GP) and open the Invoice Entry window. To do this, click the **Transactions** button and select Sales, and select Invoice Entry. (TRANSACTIONS→SALES→INVOICE ENTRY)
2. Click one of the browse buttons in the Invoice Entry window to bring up one of the existing documents.
3. Add a note to one of the items. To do this with your mouse, click one of the items listed on the invoice. Then click the **Note** button next to the Item Number prompt. Enter some text into the Note window. Click **Attach** to attach the note to the item and close the window.
4. Select Document Format from the Options menu to open the Invoice Document Formats window. Set the Invoice Format to **Blank Paper**. Click **OK** to close the window.
5. Click the **Print** button. In the Report Destination window, choose to send the output to the screen. The report should look similar to the following:



6. Verify that the invoice where the Item Note was added printed on the invoice successfully. (No note entered on sample)

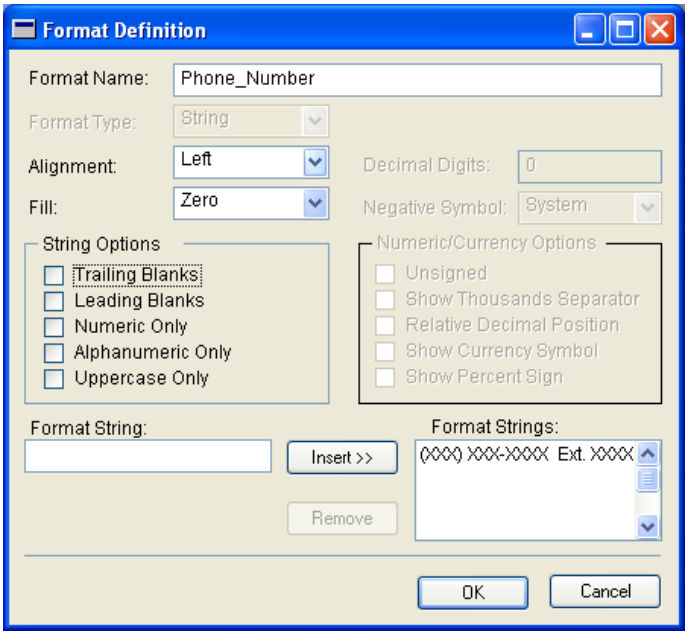
Lab 8.1 – Formats and Data Types

Company: Fabrikam, Inc.

Scenario: It has come to your attention that none of the phone numbers in your Microsoft Dynamics GP system have the extension part of the phone number filled in. However, all of your reports are currently showing Ext. 0000 as part of the phone number. Use Report Writer to change the format that the phone number data type uses.

Solution

1. Select Report Writer. (TOOLS→CUSTOMIZE→REPORT WRITER)
2. Select Formats from the Resources menu; the Formats window appears. (RESOURCES→FORMATS)
3. Select the Phone_Number format and select Open. The Format Definition window appears like the following illustration.



4. In this window, change the Phone_Number format used by this data type to remove the "Ext." abbreviation and the four characters in the format that represent the extension. To do this, use the following:

   Format Strings: Highlight the existing format string and click **Remove**.

   Format String: Delete "Ext. XXXX" from the format string and click **Insert**.

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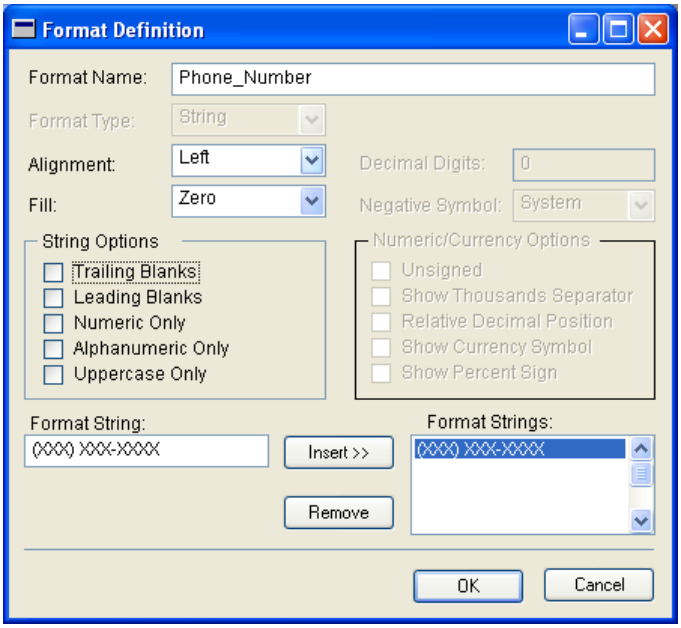
5. Since you use only numbers in your phone number fields, set the format so it accepts only numbers:

   String Options: Select the **Numeric Only** check box.

6. The Format Definition window should look like the following:



7. To save the changes to the phone number data type and its format, click **OK** to close the Format Definition window.

8. When finished, print the Company Addresses Report to the screen using Report Writer. All phone numbers that use the Phone_Number format definition should display in the new format.

Old Format	New Format
(312) 555-2449 Ext. 0000	(312) 555-2499

Lab 8.2 – Modify Drop-down List

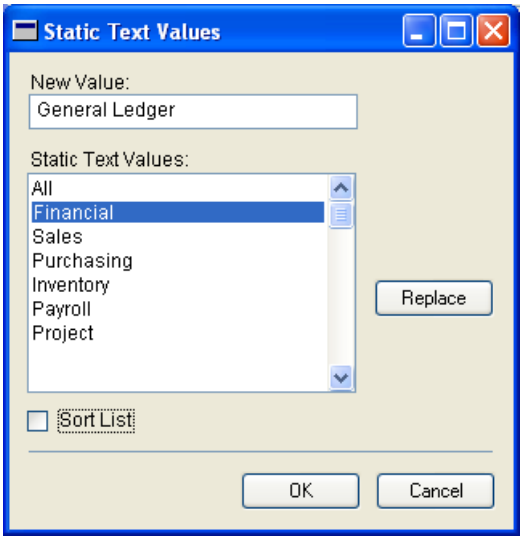
Company: Fabrikam, Inc.

Scenario: You want to change the name of the financial series to General Ledger. Once you have changed the field's static text value, the field displays "General Ledger" instead of "Financial" on all the reports where the field appears. This change takes place on all reports, including original reports.

Solution

1. Open Report Writer. (TOOLS→CUSTOMIZE→REPORT WRITER)
2. Click the **Fields** button to open the Fields window.
3. Highlight the **Series** field, and select **Open** to open the Field Definition window.
4. Select **Open** again to open the Data Type Definition window.
5. Select the Static Text Values lookup button to open the Static Text Values window.
6. Select Financial in the Static Text Value list, then highlight "Financial" in the **New Value** field and enter "General Ledger."

   The window should look like the following illustration.



7. Click the **Replace** button to replace the text value "Financial" with "General Ledger." Click **OK** in the Text Static Values, Data Type Definition, and Field Definition windows to save your changes and close the windows.

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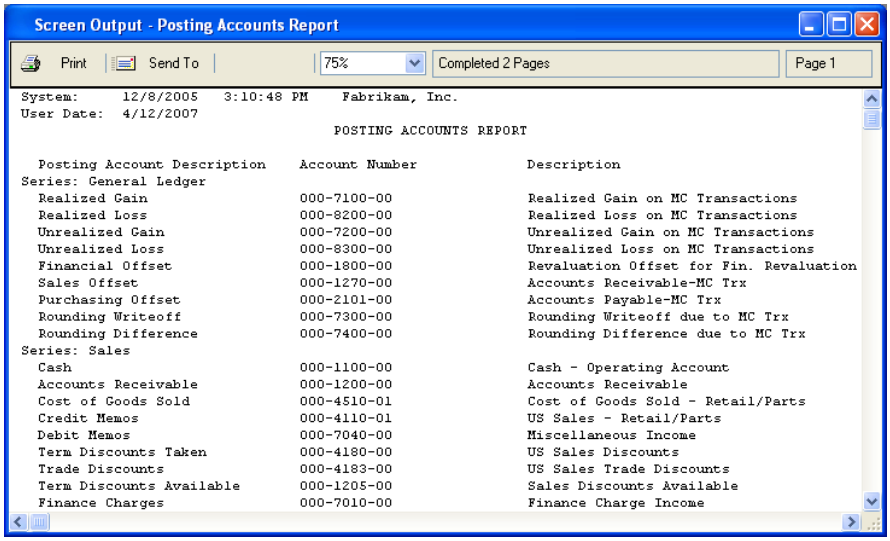
8. The change takes place on all reports, including original reports. To view the change that you have made, go to Microsoft Dynamics GP application (FILE→MICROSOFT DYNAMICS GP), and print the Posting Accounts Report. (REPORTS→COMPANY→SETUP)

9. Select the Posting Accounts report. Insert the demo option and print the report to the window.

   The output window should look similar to the following illustration:



Lab 8.3 – Modify Strings

Company: Fabrikam, Inc.

Scenario: In this exercise, you change all occurrences of the text prompt "City:" to "Town:"

Solution

1. Select Report Writer from the Customize option on the Tools menu. The Report Writer main menu appears. (TOOLS→CUSTOMIZE→REPORT WRITER)

2. Select Strings from the Resources menu. The Strings window appears. (RESOURCES→STRINGS)

3. Select the System series.

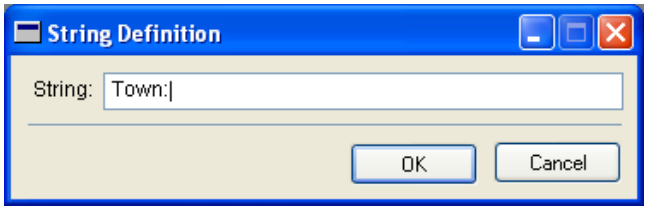
HINT: *Because of the numerous text strings included in the Microsoft Dynamics GP dictionary file (dynamics.dic), once a string has been selected, it may take a few moments for the Strings window to open.*

---

4. Locate City: in the list of strings and select it.

5. Select Open and when the String Definition window appears, replace City: with Town:

   When you have finished, the window should resemble the following illustration.



6. Select **OK** in the String Definition window, and close the Strings window.

7. The change takes place on all reports, including original reports. To view the change you have made, return to the Microsoft Dynamics GP application (FILE→MICROSOFT DYNAMICS GP), and print the Company Addresses Report to verify the changes. (REPORTS→COMPANY→SETUP→ADDRESSES)

   The output window should look similar to the following illustration:

```
System:      2/18/2004    1:25:54 PM                          Fabrikam, Inc.
User Date:   2/18/2004                                 COMPANY ADDRESSES REPORT
                                                                    Company

--------------------------------------------------------------------------------
Location ID:    INTERNATIONAL-A
   Name:           International TeleCom Assoc.
   Contact:        Jordan, Katie
   Address:        416 Glen Eira Place
                    Suite 32

   Town:           Sydney
   State:          NSW
   ZIP Code:       2086
   County:
   Country:        Australia
   Phone 1:        (02-) 555-0103  Ext. 0000
   Phone 2:        (205) 555-0103  Ext. 0000
   Phone 3:        (000) 000-0000  Ext. 0000
   Fax:            (215) 555-0103  Ext. 0000

Location ID:    INTERNATIONAL-C
   Name:           David Richards
   Contact:        Richards, David
   Address:        38 Ave South
                    Suite 32

   Town:           Winnipeg
   State:          MB
   ZIP Code:       R35 8T4
   County:
```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Lab 8.4 – Per Record Format, Decimal Places

Company: Fabrikam, Inc.

Scenario: Create a custom inventory report that displays the item number, item description, and the quantity on hand for that item. The report will also total the number of items listed in the report. In order to accommodate a field that can store a different number of decimal places, depending on the value stored in a related field, you need to create a per-record format for use with that field. Specifically, create a per-record format to use with the **QTY on Hand** field.

Solution

Creating the Report

1. Open Report Writer. (TOOLS→CUSTOMIZE→REPORT WRITER)
2. Click the **Reports** button to open the Report Writer window where all original and modified reports are listed.
3. Click the **New** button to open the Report Definition window. Make the following entries.

Report Name	Inventory Items Report
Series	Inventory
Main Table	Item Master
Using Key	IV_Item_MSTR_Key1
Max Records	20
Format Options	Text Report
Text Report Options	17 Characters/Inch, Six Lines/Inch
Printing Options	none

4. Click the **Tables** button from the Report Definition window to open the Report Table Relationships window. Add the Item Quantity Master table to the report by clicking the **New** button, highlighting the Item Quantity Master table, and clicking **OK.**
5. Click the **Close** button to return to the Report Definition window.
6. Click the **Layout** button to open the Report Layout window.
7. Use the text tool to add the following text fields to the Page Header section (PH).
   - Item Number
   - Description
   - Qty on Hand

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8. Use the text tool to add the following text fields to the Report Header section (RH).
   - Inventory Items on Hand
   - Item Number
   - Description
   - Qty on Hand

9. Add the following fields to the Body section (B) by clicking and dragging from the toolbox.

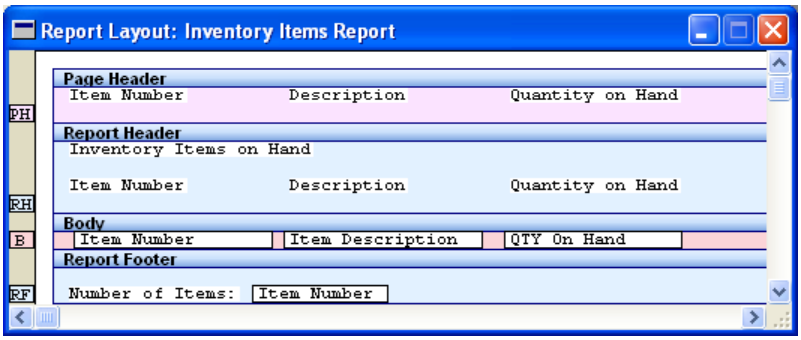
–	Item Master	Item Number
–	Item Master	Description
–	Item Quantity Master	Qty on Hand

10. Add the following field and label to the Report Footer section (RF) by clicking and dragging from the toolbox.

–	Field	Item Number
–	Label	Number of Items

11. Double-click on the **Item Number** field in the Report Footer section, and change the **Field Type** to Count.

12. Use the following illustration to adjust/align fields in the report layout:



NOTE: *All the fields in the body have a field type of Data. The* ***Item Number*** *field in RF should have a field type of Count.*

13. Double-click on the **QTY on Hand** field to open the Report Field Options window. In the Format Field section of the window, the first field in the section should display as Item Master.

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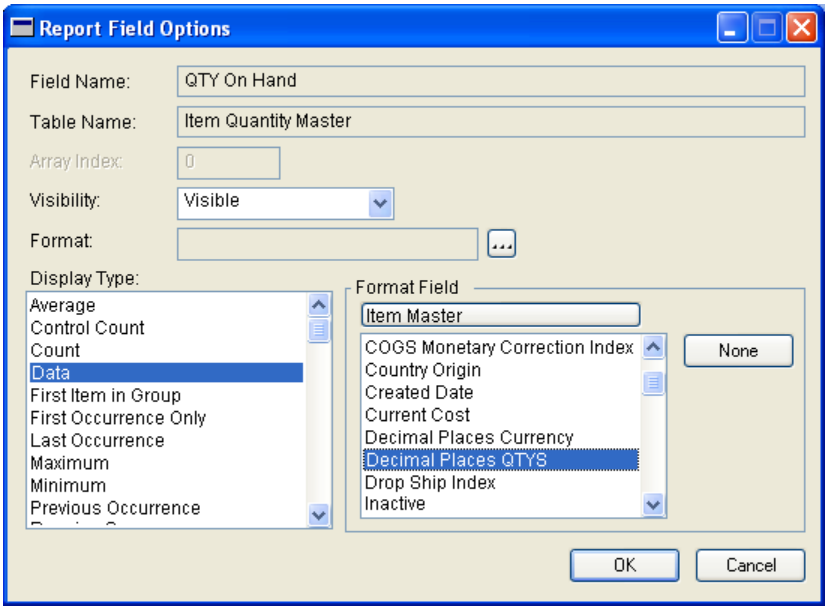
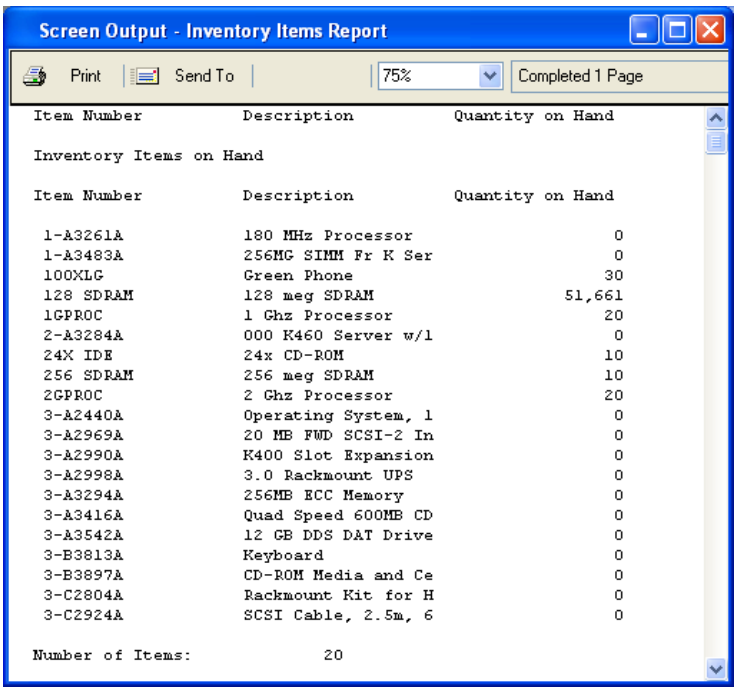
14. From the list of Fields below Item Master, select Decimal Places QTYS, as seen below, and click **OK** to close the window.



15. Click **OK** to close the Report Field Options window.

16. Close the Report Layout window and save your changes.

17. Print the report in the Report Writer. The output window should look similar to the following illustration:



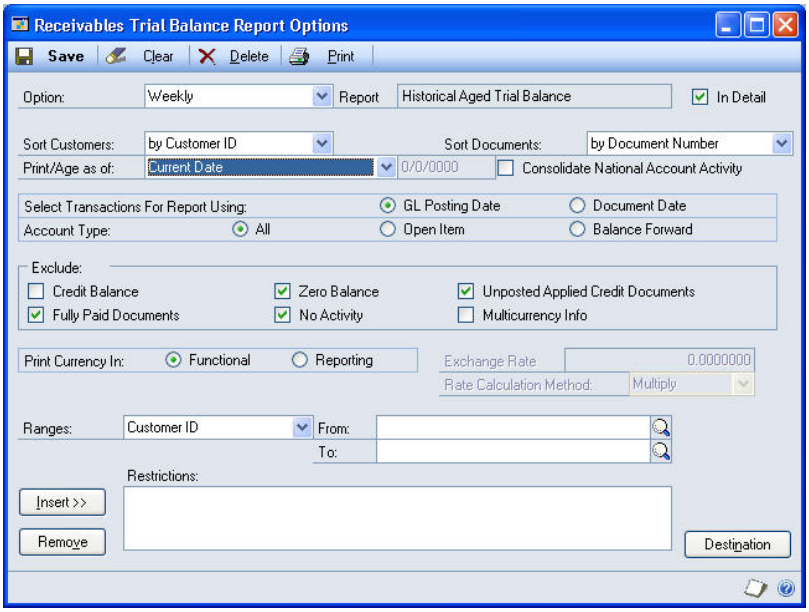
Lab 9.1 – Setting up a Report Schedule

Company: Fabrikam, Inc.

Scenario: Every Monday morning your boss likes to receive a copy of the most recent Receivables Management Historical Aged Trial Balance. Create a report schedule that will run this report automatically. This exercise assumes that general Report Scheduler setup has already been completed.

Solution

1. Navigate to the Receivables Trial Balance Reports window. (REPORTS→SALES→TRIAL BALANCE)
2. Select Historical Aged Trial Balance from the Reports drop-down list.
3. Create a new report option by clicking the **New** button and entering **Weekly** as the Option Name.
4. Select **Current Date** as the Print/Age As of selection.



5. Change the Destination for the report to File by clicking the **Destination** button and selecting the check box for File. Select the location of the file by clicking the folder for File Name and entering "Weekly Trial Balance" for the File Name. Select a File Format.
6. Click **OK** to return to the Receivables Trial Balance Report Options window.
7. Accept the defaults for information not provided.

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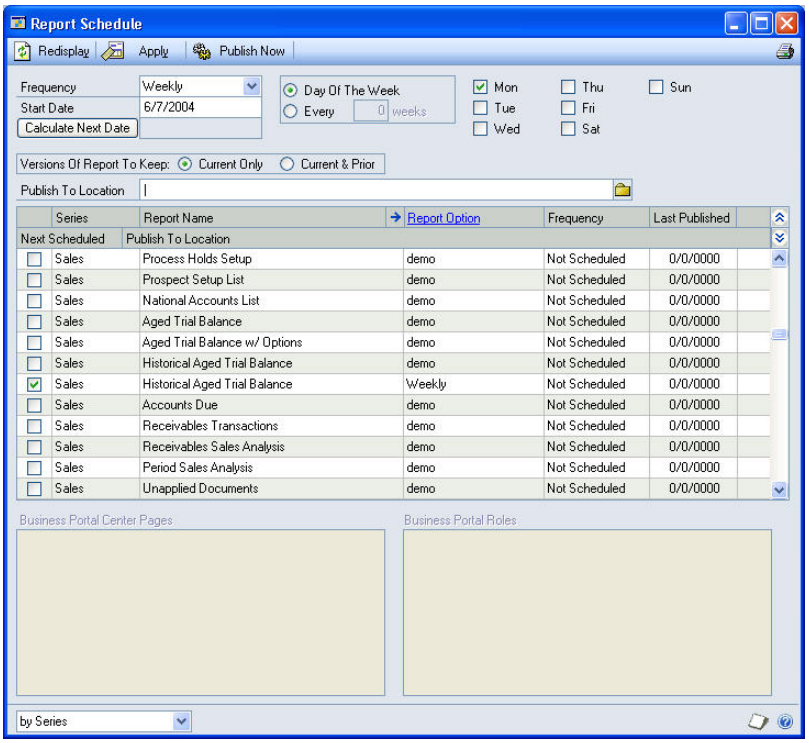
8. Click the **Save** button, and close the window.
9. Navigate to the Report Schedule window.
   (TOOLS→ROUTINES→COMPANY→REPORT SCHEDULE)
10. Select a Frequency of Weekly from the drop-down list.
11. Select the check box for Monday.
12. Select the check box beside the Weekly Report Option for the Sales Historical Aged Trial Balance.



13. Click the **Publish now** button to generate the report immediately. If you select the **Apply** button, the Frequency is established and you will be prompted, at login, with a message to publish the report at the scheduled time.

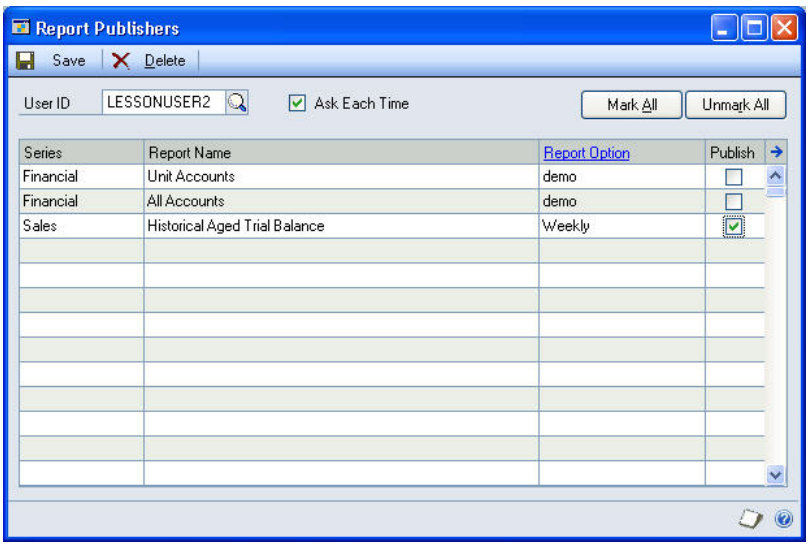
Lab 9.2 – Adding a Publisher

Company: Fabrikam, Inc.

Scenario: You are about to leave for vacation and need to assign your report publishing duties to another user during your absence. Assign your weekly Receivables Management Historical Aged Trial Balance to LESSONUSER2.

Solution

1. Navigate to the Report Publishers window. (TOOLS→ROUTINES→COMPANY→REPORT PUBLISHERS)
2. Select LESSONUSER2 from the list of users by clicking the lookup button next to the **User ID** field.
3. Select the **Publish** check box next to the Weekly Sales Historical Aged Trial Balance.



4. Click the **Save** button.

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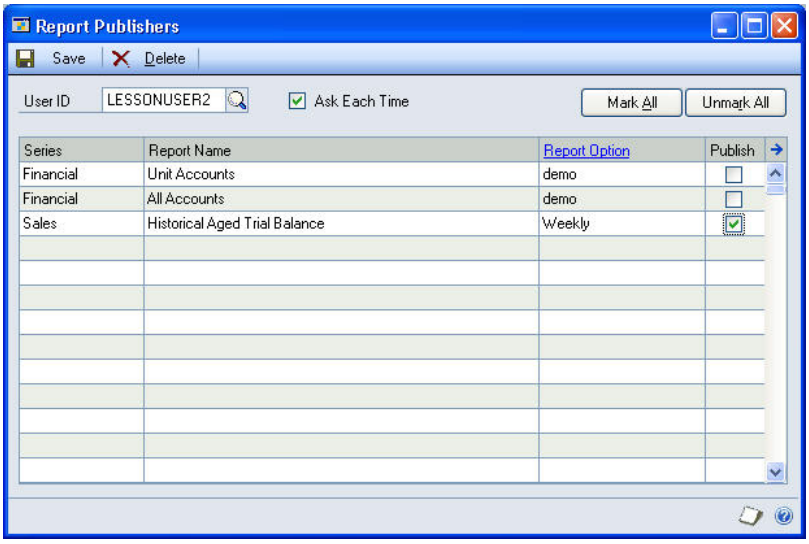
Lab 9.3 – Deleting Report Catalog Information

Company: Fabrikam, Inc.

Scenario: You would like to start over with the Report Schedule for the Receivables Management Historical Aged Trial Balance. Before editing the Report Schedule, you know that you should remove the existing Report Catalog information.

Solution

1. Navigate to the Report Catalog Maintenance window. (TOOLS→ROUTINES→COMPANY→REPORT CATALOG MAINT.)
2. Select the check box beside the Historical Aged Trial Balance report name.

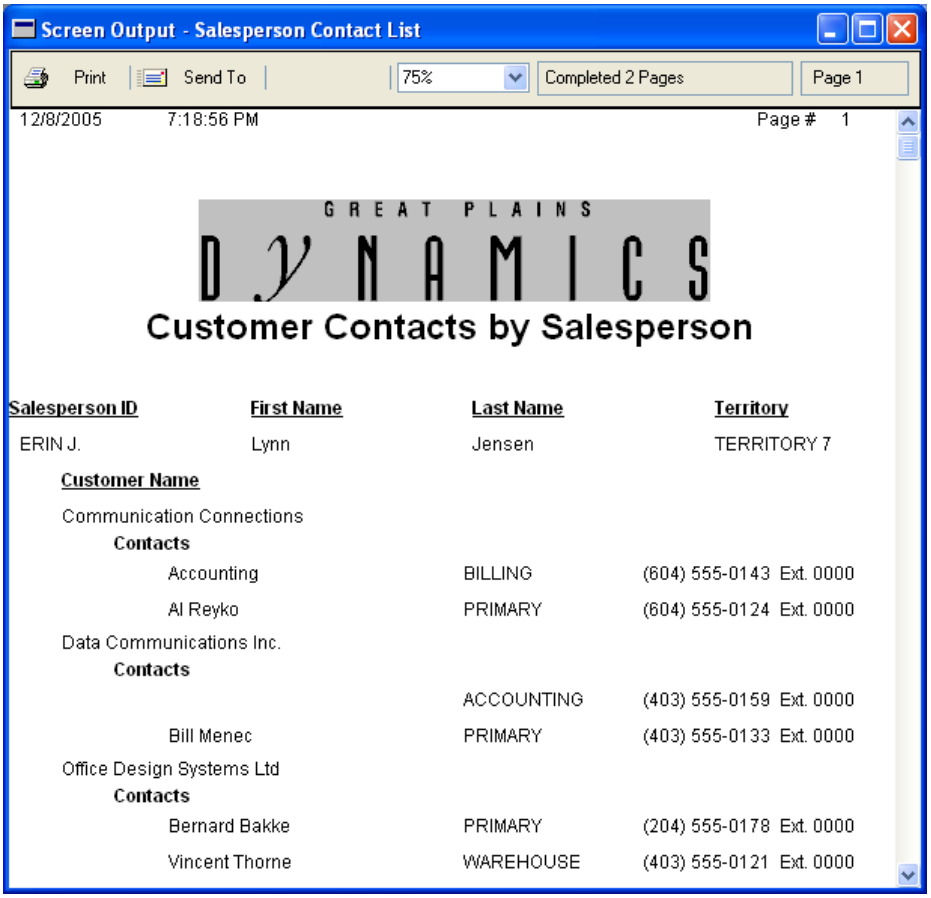


3. Click the **Delete** button.

Day One: Case Study

Company: Fabrikam, Inc.

Scenario: You have been asked to create a new report that lists all customer contacts for each of your company's salespeople. This report will be based on three Microsoft Dynamics GP tables and include different report sections for each table. When you complete the project, the first page of the report should look similar to the following illustration:



Solution

1. Select Report Writer from the **Customize** option on the **Tools** menu. The Report Writer main menu appears. (TOOLS→CUSTOMIZE→REPORT WRITER)
2. Click the **Reports** button to open the Report Writer window where all original and modified reports are listed.

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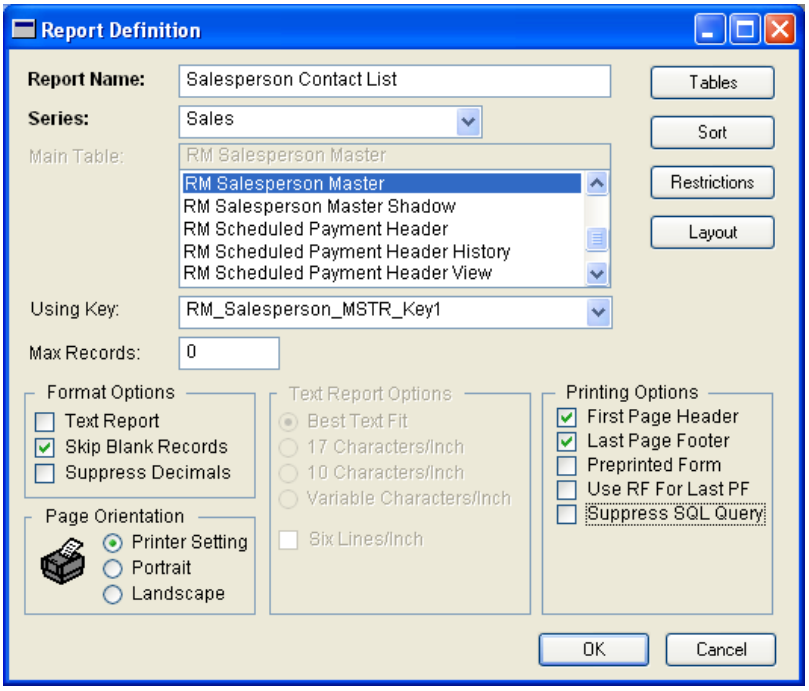
3. Click **New**, and the Report Definition window opens. Define the report using the following information:

Report Name	Salesperson Contact List
Series	Sales
Main Table	RM Salesperson Master
Using Key	RM_Salesperson_MSTR_Key1

Accept the defaults for the other fields. The Report Definition Window appears as follows:



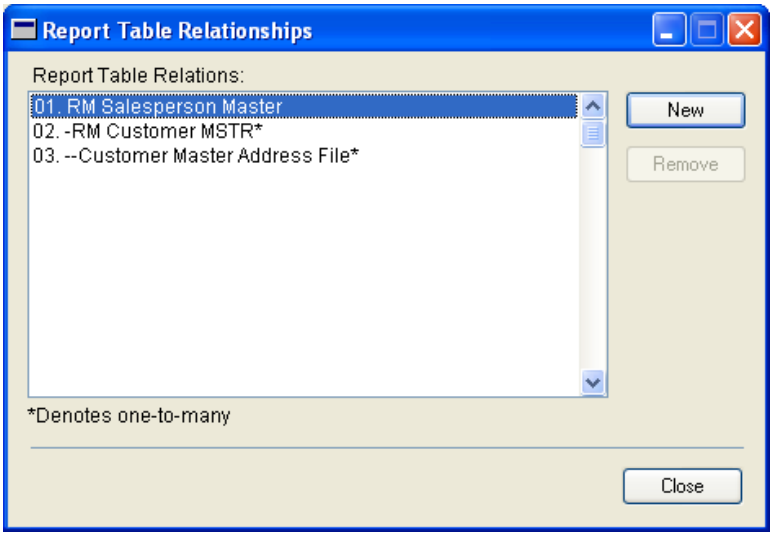
To access customer information on the report, you need to add some customer tables to the report.

4. To add these tables, click **Tables** to open the Table Relationships window.

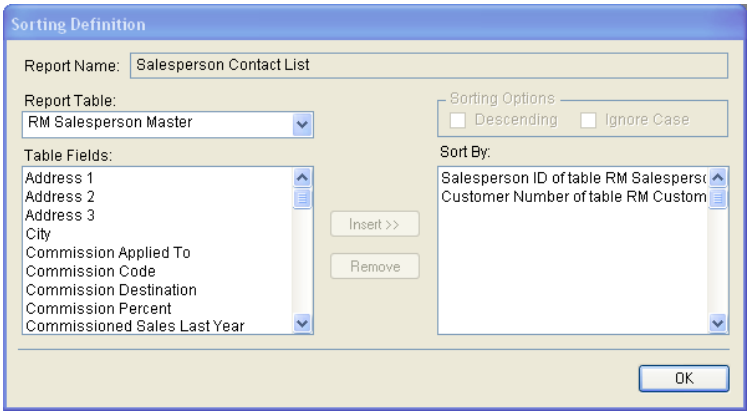
5. With RM Salesperson Master highlighted in the list of Report Table Relations, click the **New** button. Select RM Customer Master and click **OK**.

6. Select RM Customer Master from the Report Table Relations list and click **New**. Select Customer Master Address File and click **OK**.

The Table Relationships window displays as follows:



7. Click **Close** to close the Report Table Relationships window.
8. You want to sort this report by salesperson and within each of the salesperson's information, sort the detail by customer. To do this, click **Sort** on the Report Definition window, and complete the following steps:
   - With the Report Table set to RM Salesperson Master, select **Salesperson ID** from the list of Table Fields.
   - Click **Insert** to add that field to the Sort By list.
   - Highlight the **Salesperson ID** field in the Sort By list so that any other sorts you add will be secondary to the initial sort.
   - Select RM Customer MSTR as the Report Table.
   - Select **Customer Number** from the list of Table Fields, and click **Insert** to add that field to the Sort By list.



9. Click **OK** to close the Sorting Definition window. Next, define the layout of the report.

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10. Select Layout on the Report Definition window to open the Window Layout screen. The first change to the layout of the report pertains to the report sections that default when the layout first opens.

11. To change the sections of the report, click the Tools menu and select Section Options.

    The report will include five different sections – a page header, a report header, two additional headers, and a body. The PH, RH, and B sections are included by default.

12. Clear the Report Footer check box on the Report Section Options window to remove that section from the report.

13. Select the **New** button next to the Additional Headers list to add a new section to the report.

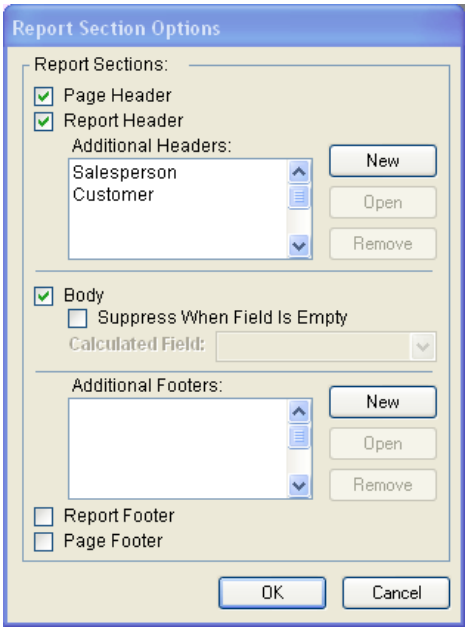
14. On the Header Options window enter Salesperson as the Header Name, and click on Salesperson ID as the field to break on.

15. Click **OK** to save this new additional header.

16. Again on the Report Section Options window, highlight the new additional header that was just added, and click the **New** button again.

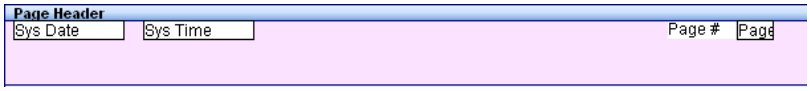
17. On the Header Options window that appears, enter Customer as the Header Name. Select RM Customer MSTR as the Report Table, and select **Customer Number** as the field to break on.

18. Click **OK** to save the second additional header. After the new report sections have been defined, the Report Section Options window looks as follows:



19. Click **OK** to close the Report Section Options window and to show the new report sections on the Layout Window.
20. Use the Date, Time, and Page Number tools to add the system date, system time, and a page number to the report layout. Place them in the PH section at the top of the report.
21. Add a text prompt next to the **Page number** field.
22. Resize the page header to remove the extra white space within the section.

    When complete, the page header should look as follows:



23. Resize the RH section of the report so that it is larger. It should be at least two inches high.
24. Add a graphic to the report header by selecting the picture tool and clicking on the layout of the report. When the Pictures list appears, select Dynamics Logo and click **OK**. Center the picture in the middle of the RH section of the report.
25. Use the **Text** tool to add a title to the report called Customer Contacts by Salesperson. Place this title below the graphic that was just added.
26. To change the look of the title, select the text object, and then select Report Drawing Options from the Tools menu. Change the Font to Helvetica 24, and select Bold as the Font Style.
27. Click **OK** to save those changes.
28. Once back on the report layout window, resize the text object so the entire contents of the title can be seen, and center it directly below the Dynamics logo. When complete, the report header should look as follows:

29. Resize the H1 section of the report so it is about three grids larger.

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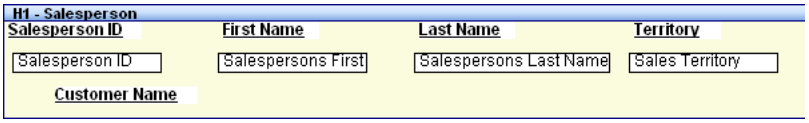
30. Add the following text prompts and fields to this additional header. The fields are added from the RM Salesperson Master table. Once the objects have been added, change the drawing options for the text prompts so that they are bold and underlined.

Text Prompts	Fields
Salesperson ID	Salesperson ID
First Name	Salespersons First Name
Last Name	Salespersons Last Name
Territory	Sales Territory
Customer Name	

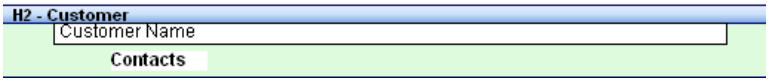
When complete the H1 section of the report looks as follows.



31. Add the **Customer Name** field from the RM Customer MSTR table to the H2 section of the report.

32. Add a text prompt called Contacts to the same section of the report. Once the prompt is added, change the drawing options for the text so that it is bold.

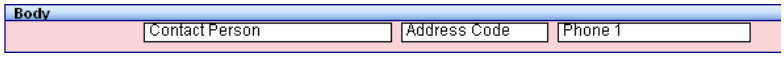
When complete, the second additional header looks as follows:



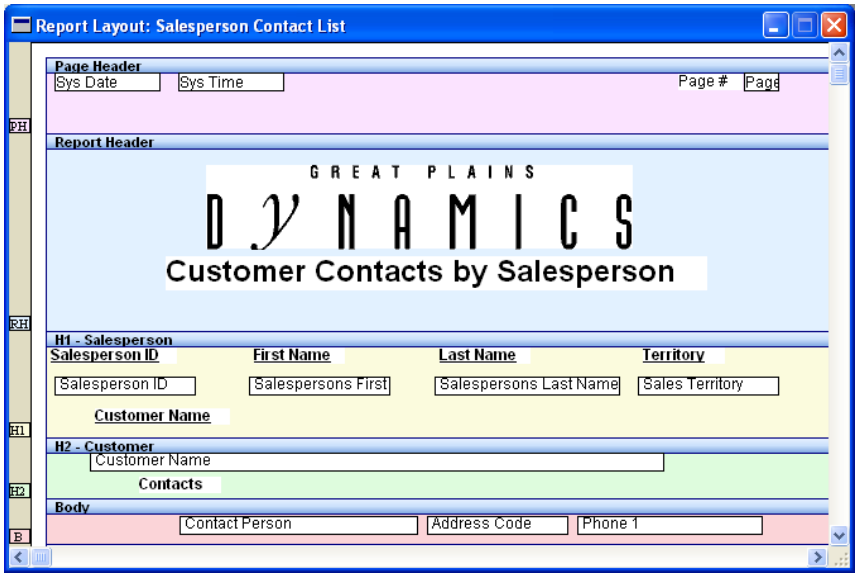
33. Add the **Contact Person**, **Address Code**, and **Phone 1** fields to the B section of the report from the Customer Master Address File.

34. Resize the fields so that they fit next to each other within the body of the report. In addition, also resize that section of the report to remove extra white space.

When complete, the body looks as follows:



When complete, the entire report layout looks as follows:



35. Close the Layout Window, and save your changes.
36. Click **OK** on the Report Definition window to save the report.

    Print the report from the Report Writer. The report should look similar to the illustration shown at the beginning of project.
37. To restrict the report to print information for only one particular salesperson, open the Report Definition window.
38. Select Restrictions, and on the Report Restrictions window select New.
39. Enter Salesperson ID as the Restriction Name.
    - From the Fields section of the window, select RM Salesperson Master as the Report Table, and choose Salesperson ID as the Table Fields.
    - Click the **Add Field** button to add the field to the Restriction Expression.
    - In the Operators section, click on the = button.
    - In the Constants section, select String as the type and enter ERIN J. as the Constant.
    - Click the **Add Constant** button to add the constant to the Restriction Expression.

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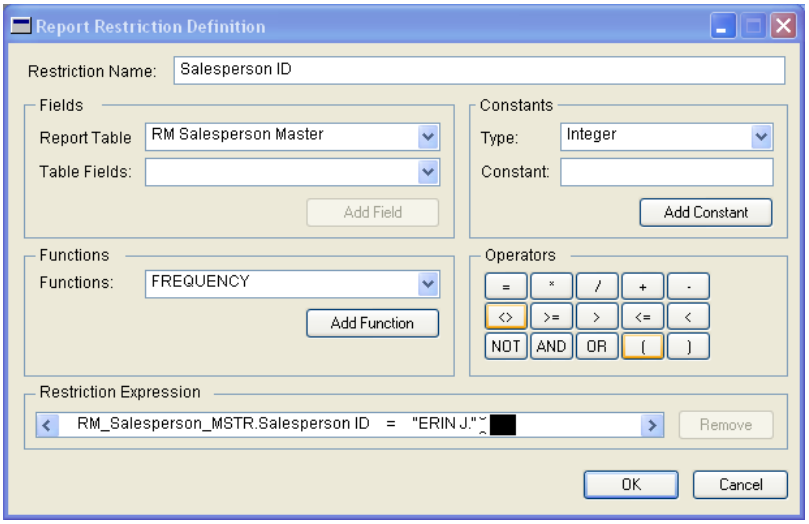
When complete, the Report Restriction Definition window looks as follows:



40. Click **OK** to save the new restriction, and close the Report Restrictions window.
41. Click **OK** to close the Report Definition window.
42. Print the report from the Report Writer.

Planning a Report: Case Study

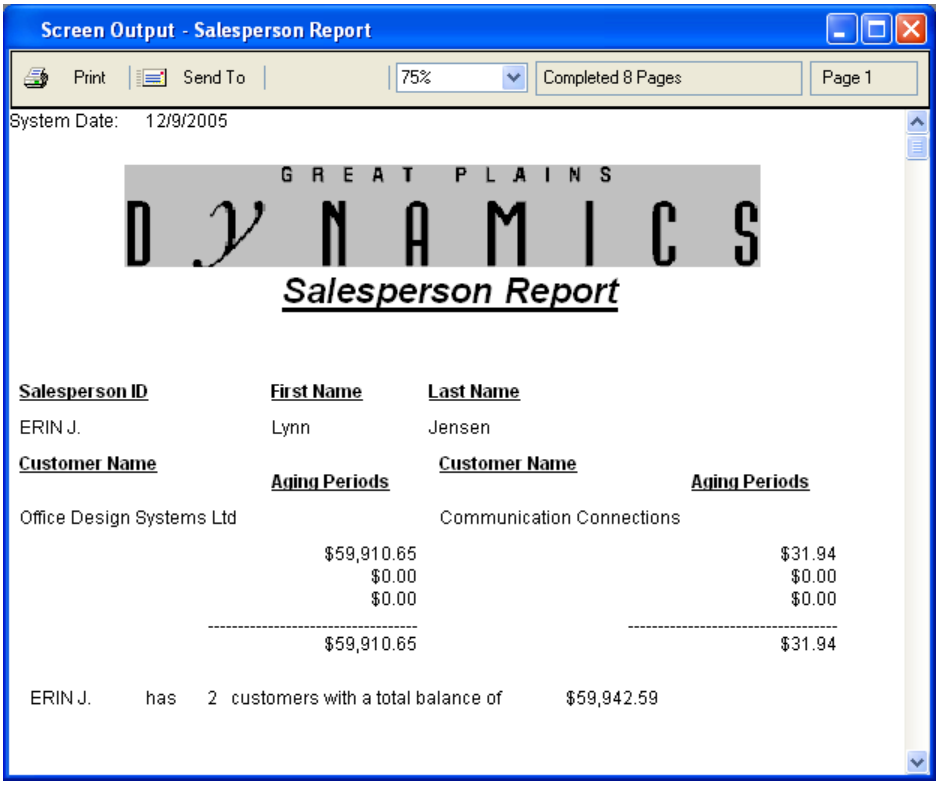
Company: Fabrikam, Inc.

Estimated Time: 40 Minutes

Scenario: Plan and design the report by determining the tables and fields needed, sorting options, additional sorting methods and additional restrictions, and the report layout desired.

Solution

Your finished report should look similar to the following illustration:



1. Select Report Writer from the Customize option on the Tools menu. The Report Writer main menu appears. (TOOLS→CUSTOMIZE→REPORT WRITER)
2. Click the **Reports** button to open the Report Writer window where all original and modified reports are listed.
3. Click **New**, and the Report Definition window opens.

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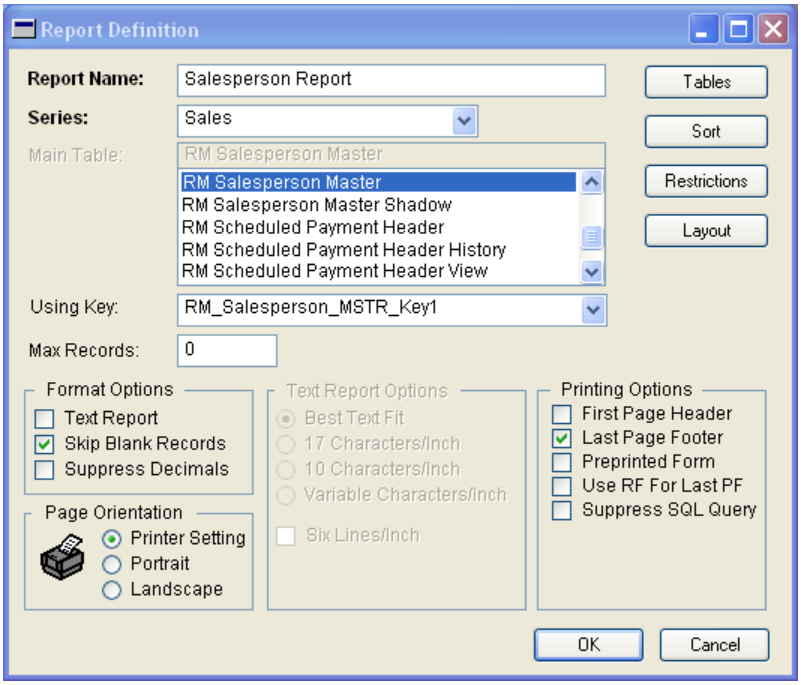
4. Define the report using the following information:

Report Name	Salesperson Report
Series	Sales
Main Table	RM Salesperson Master
Using Key	RM_Salesperson _MSTR_Key1
First Page Header	Uncheck

Accept the defaults for information not provided.

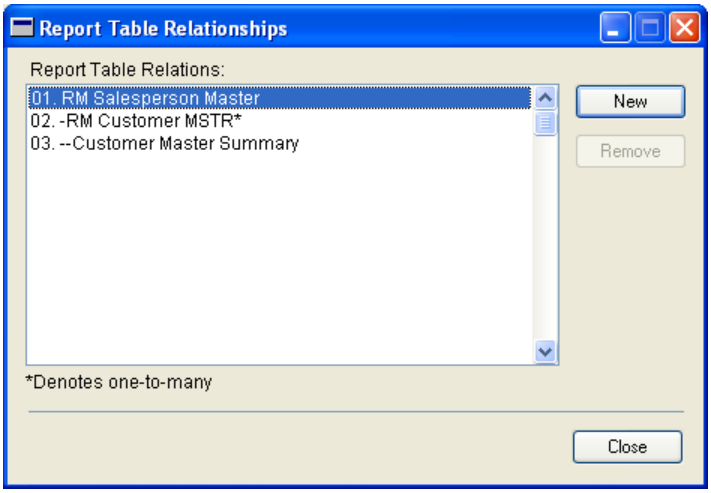


5. Click the **Tables** button from the Report Definition window to open the Report Table Relationships window. Link the tables using the daisy chain method. The tables to link are as follows:

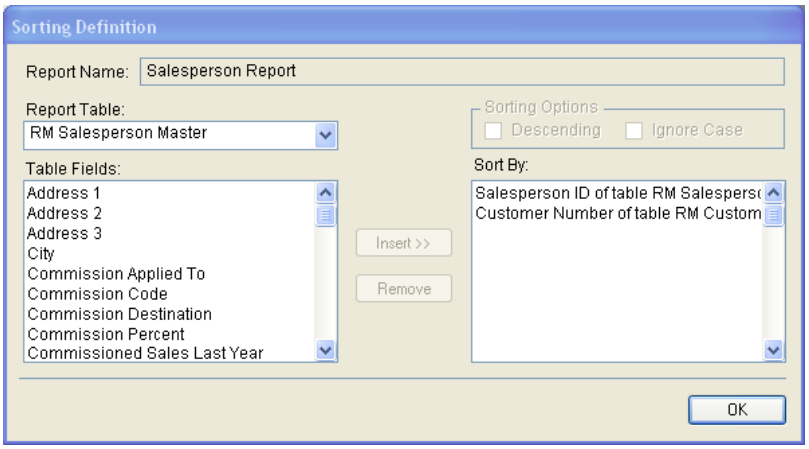
   – RM SALESPERSON MASTER→RM CUSTOMER MSTR
   – RM CUSTOMER MSTR→CUSTOMER MASTER SUMMARY

HINT: *Highlight the table you want to link from, and then click the* ***New*** *button to view choice of tables to be linked.*

When you finish linking tables, the Report Table Relationship window should look as follows:



6. Click the **Close** button to return to the Report Definition window.
7. Click the **Sort** button to open the Sorting Definition window.
8. Highlight the Salesperson ID from the RM Salesperson Master table, and click the **Insert** button to establish the Primary Sort.
9. Highlight the Customer Name from the RM Customer MSTR table, and click the **Insert** button to establish the Secondary Sort. Highlight the Customer Name sort by selection, sort by descending order, and choose to ignore case. The Sorting Definition window appears as follows:



10. Click the **OK** button to return to the Report Definition window.
11. Click the **Layout** button to open the Report Layout window.

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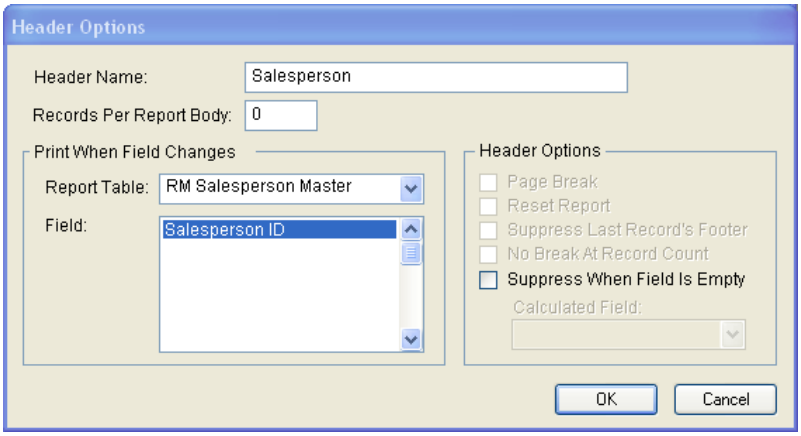
12. Open the Report Section Options window (TOOLS→SECTION OPTIONS).

13. Create the Additional Header with the following information:

Header Name Salesperson

Field to break on Salesperson ID

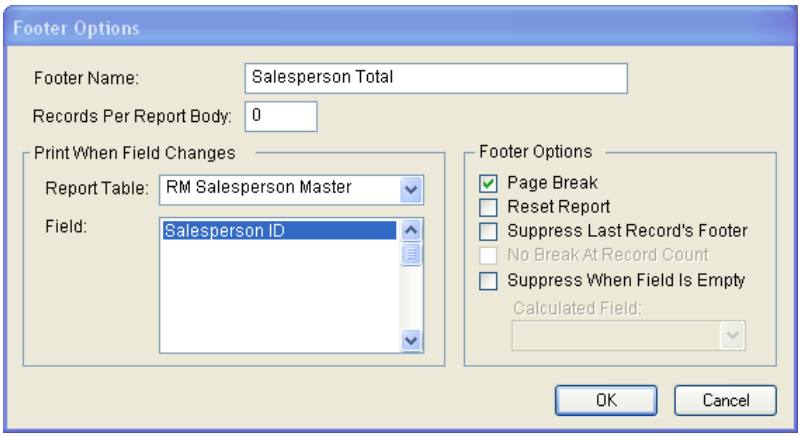


14. Create the Additional Footer with the following information:

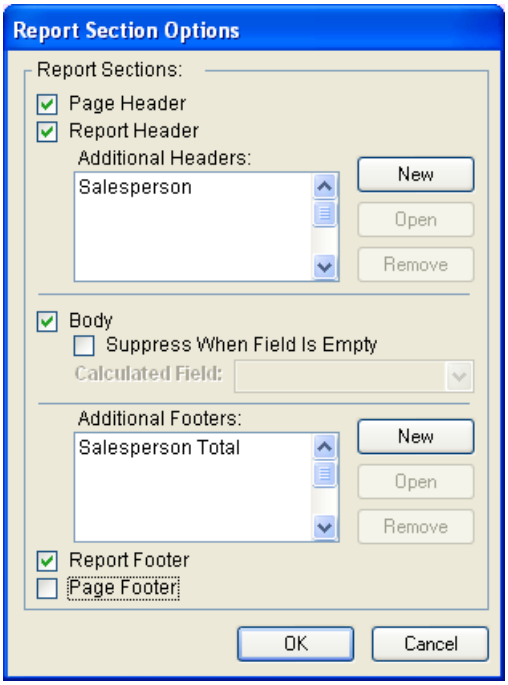
Footer Name Salesperson Total

Field to break on Salesperson ID

NOTE: *Add a page break to cause a separate page to print for each salesperson.*



The Report Section Options window should look like the following illustration after you have created the additional header and additional footer.



15. Add the **System Date** field to the upper left corner of the Report Header and the Page Header sections. Click the Date tool and then click the report layout where you want the date to appear.

16. Use the Picture tool to add the old Dynamics Logo graphic to the Report Header. Center the Logo across the section.

    a. Click the Picture tool.

    b. Click in the approximate area of the Report Header where you want the logo to be.

    c. Select Dynamics Logo from the List and click **OK**.

    d. Resize and reposition the Logo as you want.

17. Use the text tool to add the name of the report, "Salesperson Report" to the Report Header and the Page Header sections. Center the text across the section. Use the Drawing Options window (TOOLS→DRAWING OPTIONS) to make the title Bold, Italic, and Underlined with a font of Helvetica 24.

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18. Add the following text prompts and fields to the Salesperson Header. (H1) Make the headings bold and underlined using the Drawing Options window. (TOOLS→DRAWING OPTIONS)

Text Prompts	Fields
Salesperson ID	**Salesperson ID** from the RM Salesperson Master
First Name	**Salesperson First Name** from the RM Salesperson Master
Last Name	**Salesperson Last Name** from the RM Salesperson Master
Customer Name	
Aging Periods	

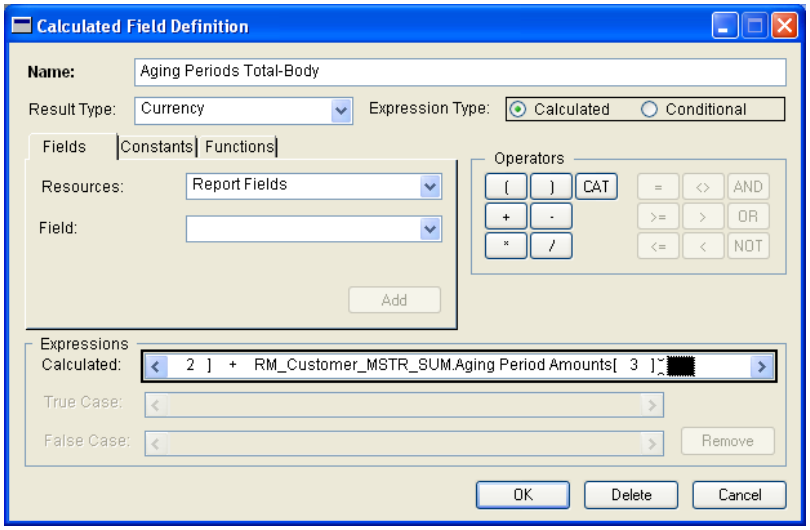
19. In the Body section of the report, add the Aging Periods as Array Fields. Also include the **Customer Name** field from the RM Customer MSTR table.

***HINT**: Use the CTRL button while placing the **Aging Periods** field on the report to add them all at once, and then remove any fields you do not want.*

20. Use the column tool so that it automatically prints these fields again on the right side of the page.
21. Create the **Aging Periods Total-Body calculated** field for totaling the aging periods.
    - Select Calculated Fields from the drop-down list in the Toolbox and click **New**.
    - Enter Aging Periods Total-Body as the Name.
    - Select Currency as the **Result Type**.
    - Accept Calculated as the **Expression Type**.
    - From the **Fields** tab, select Customer Master Summary as the **Resource**.
    - Select Aging Period Amounts as the Field**.**
    - Click the **Add** button.
    - Enter 1 as the Array Number and click **OK**.
    - Click the + Operator
    - Click the **Add** button.
    - Enter 2 as the Array Number and click **OK**.
    - Click the + Operator
    - Click the **Add** button.
    - Enter 3 as the Array Number and click **OK**.
    - Click **OK** to Save the Calculated Field.

The following expression results:

EXPRESSION = RM_Customer_MSTR_SUM.Aging Period Amounts [1] + RM_Customer_MSTR_SUM.Aging Period Amounts [2] + RM_Customer_MSTR_SUM.Aging Period Amounts [3]



22. Add this field to the body of the report under the existing Aging Period Amounts.

23. Create the **Aging Period Total-Footer 1 calculated** field, and place it in the additional footer section.

    – Select Calculated Fields from the drop-down list in the Toolbox and click **New**.
    – Enter Aging Period Total-Footer 1 as the **Name**.
    – Select Currency as the **Result Type**.
    – Accept Calculated as the **Expression Type**.
    – From the **Fields** tab, select Calculated Fields as the **Resource**.
    – Select Aging Periods Total-Body as the Field.
    – Click the **Add** button.
    – Click **OK** to Save the Calculated Field.

24. In the additional footer section of the report, add the following fields:

    – **Salesperson ID** from the RM Salesperson Master
    – **Customer Name** from the RM Customer MSTR

25. Add text prompts to the Salesperson Footer (F1) as needed to complete the following sentence:

    Salesperson ID has Customer Name customers with a total balance of Aging Period Total-Footer 1.

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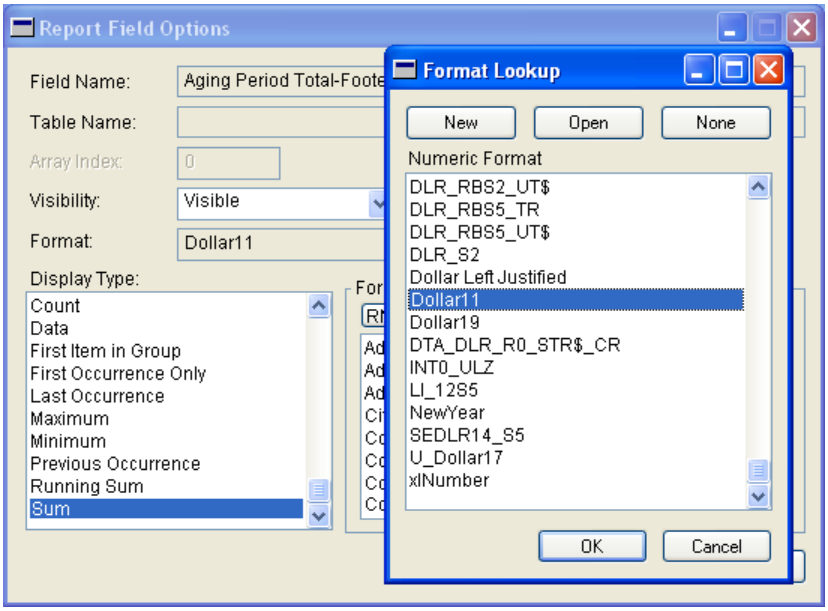
26. Use the Report Field Options window by double-clicking on the following fields to change their field types.
    - Change Customer Name to Count
    - Change Aging Periods Total-Footer 1 to Sum

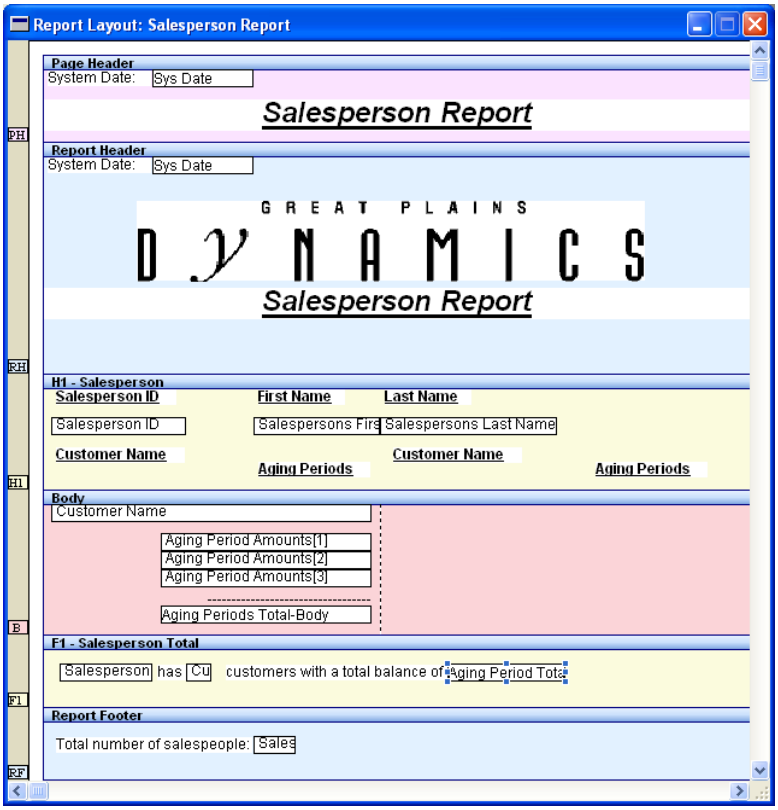
27. Attach a format to the **Aging Period Total-Footer 1** field by opening the Report Field Options window for the field. To do this, double-click the field. Click the lookup button next to the **Format** field. Select the Dollar11 format from the Format Lookup scrolling window and click **OK**. Click **OK** to close the Report Field Options window.

HINT: *Formats determine how a field should display on a report. Formats can be assigned globally for a field, or they can be set individually on each report. The Dollar11 format that is selected in this exercise is a format that has been defined in Microsoft Dynamics GP for an amount field. It has options set so that a thousands separator will be used when the value of this field is displayed along with a currency symbol. More information about formats will be provided in the chapter called Data Types, Formats, and Strings.*



28. In the Report Footer, add the **Salesperson ID** field from the RM Salesperson Master and a text prompt to complete the following sentence. Change the field type for Salesperson ID to Count. Total number of salespeople: Salesperson ID**.**

The Report Layout looks like the following illustration when finished.



29. Close the layout of the report, and save your changes.

30. Set restrictions for the report, so it will print only the customers with the total balance of Aging Periods 1, 2, and 3 that are greater than 0.

    This can be done using fields from the Customer Master Summary table.

    – Click the **Restrictions** button from the Report Definition window and click **New**.
    – Enter Aging Balance >0 as the Name.
    – From the Fields section, select Customer Master Summary as the Resource.
    – Select Aging Period Amounts as the Field.
    – Click the **Add** button.
    – Enter 1 as the Array Number and click **OK**.
    – Click the + Operator.
    – Click the **Add** button.
    – Enter 2 as the Array Number and click **OK**.
    – Click the + Operator.
    – Click the **Add** button.

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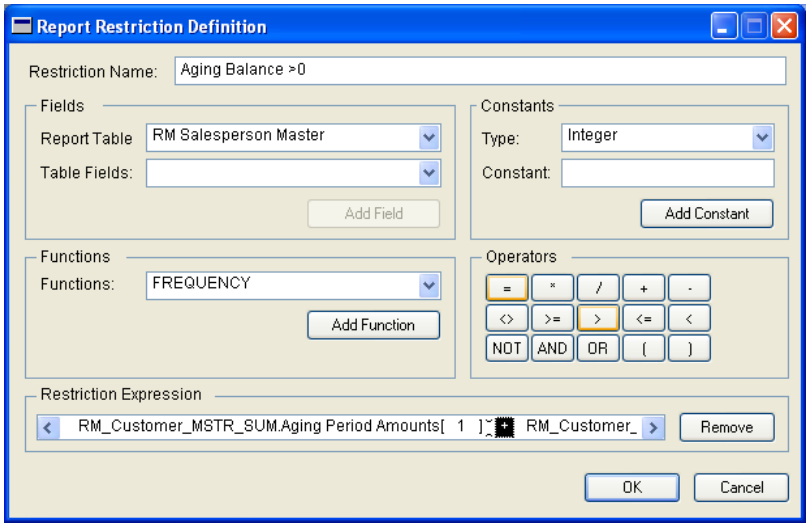
– Enter 3 as the Array Number and click **OK**.
– Click the > Operator.
– From the Constants section, select Currency from the drop-down list for Type.
– Click the **Add** button.
– Click **OK** to Save the Restriction.

The following expression results:

EXPRESSION = RM_Customer_MSTR_SUM. Aging Period Amounts [1] + RM_Customer_MSTR.SUM Aging Periods Amounts [2] + RM_Customer_MSTR._SUM Aging Period Amounts [3] > 0.00000



31. Print the report from Report Writer. Refer to the opening graphic and compare your report to it. Make any necessary changes.

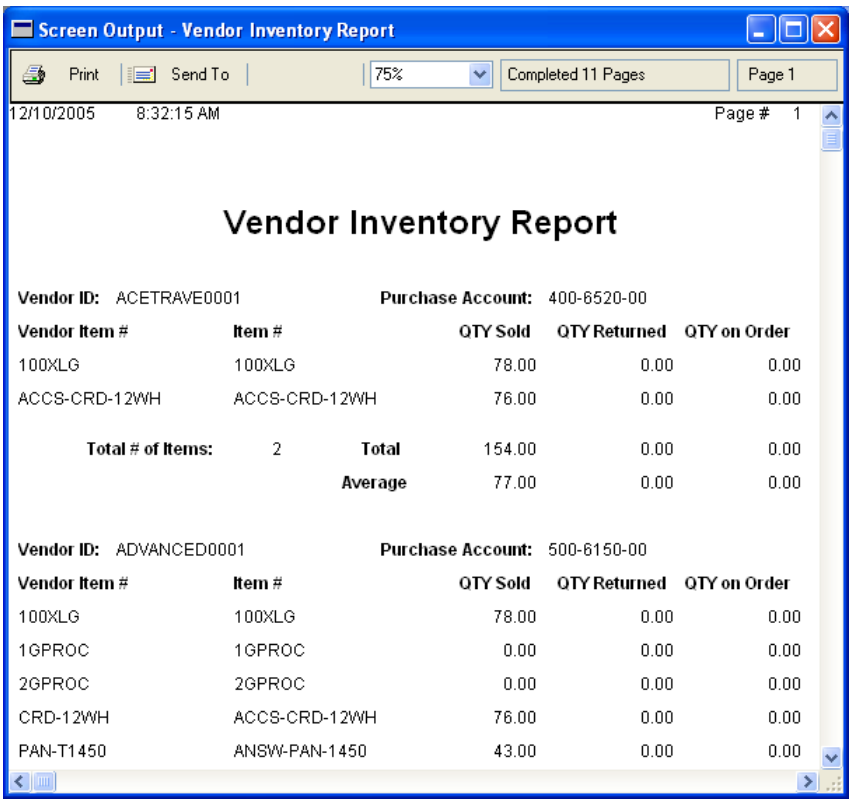
Day Two: Case Study

Company: Fabrikam, Inc.

Estimated Time: 40 Minutes

Scenario: The year-end is approaching, and you want to analyze inventory items. You want to see item and item quantity information for each vendor. To gather this information, the report will be based on multiple Microsoft Dynamics GP tables. When completed, the first page of the report will look like the following illustration:

Solution



1. Select Report Writer from the Customize option on the Tools menu. The Report Writer main menu appears. (TOOLS→CUSTOMIZE→REPORT WRITER)
2. Click the **Reports** button to open the Report Writer window where all original and modified reports are listed.
3. Click **New**, and the Report Definition window opens.

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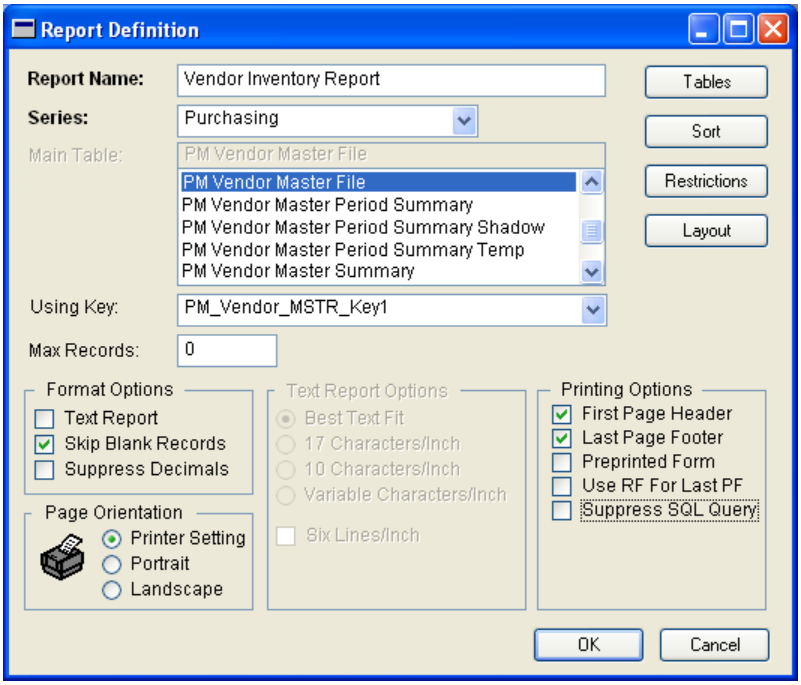
4. Define the report using the following information:

Report Name	Vendor Inventory Report
Series	Purchasing
Main Table	PM Vendor Master File
Using Key	PM_Vendor_MSTR_Key1

Accept the defaults for the other fields on the Report Definition window. The Report Definition Window then appears as follows:



5. To access each vendor's account number on the report, you need to create a new relationship between two tables. To create this relationship, click the **Tables** button on the Report Writer toolbar.

   a. Select Tables from the menu.

   b. Select PM_Vendor_MSTR from the list of tables.

   c. Select Open to open the Table Definition window.

   d. Click the **Relationships** button and select **New**.

   e. On the Table Relationship Definition window, click on the lookup button next to the **Secondary table** field.

   f. Select Account Index Master and click **OK**.

   g. Select GL_Account_Index_MSTR_Key1 as the Secondary Table Key.

   h. From the Primary Table link the PM Purchases Index to the **Account Index** field in the Secondary Table.

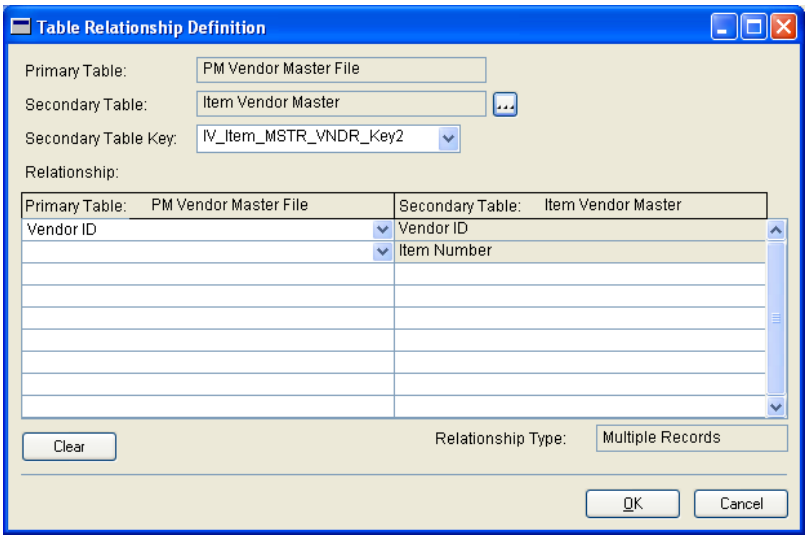
6. Click **OK** to save the new table relationship, and close the Table Relationships window.

   In order to access each vendor's item information on the report, you need to create another new relationship from the PM_Vendor_MSTR table.

7. To create this relationship, again click the **Relationships** button and select **New**.

   a. On the Table Relationship Definition window, click the lookup button next to the **Secondary table** field.
   b. Select Item Vendor Master and click **OK**.
   c. Select IV_Item_MSTR_VNDR_Key2 as the Secondary Table Key.
   d. From the Primary Table, link the Vendor ID to the **Vendor ID** field in the Secondary Table.

   When complete, the Table Relationship Definition window appears as follows:



8. Click **OK** to save the new table relationship and to close the Table Relationships window.

9. Click **OK** to close the Table Definition window.

   To add the account information to the report along with the item and quantity detail, you need to add some additional tables to the report.

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10. From the Report Definition window, click the **Tables** button to open the Table Relationships window, and complete the following steps:

    a. With PM Vendor Master File highlighted in the list of Report Table Relations, click the **New** button.

    b. Select Account Index Master and click **OK**.

    c. With PM Vendor Master File still highlighted, again click **New**.

    d. Select Item Vendor Master and click **OK**.

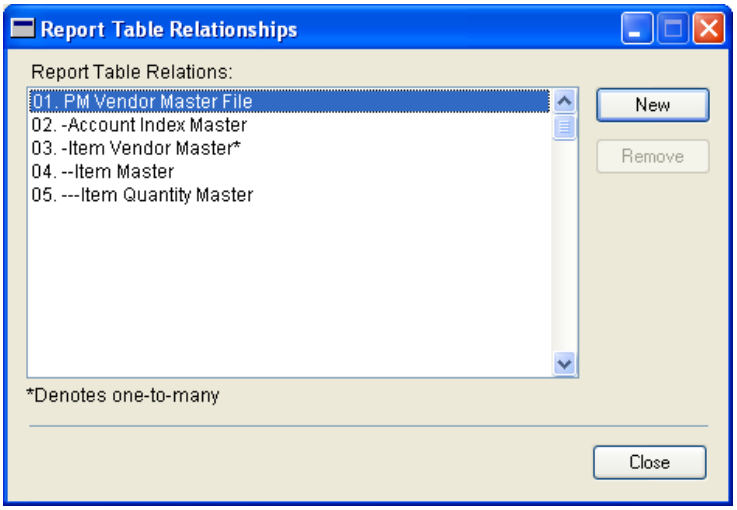
    e. Highlight Item Vendor Master in the list of Report Table Relations, and click the **New** button.

    f. Select Item Master and select **OK**.

    g. Highlight Item Master in the list of Report Table Relations and click **New**.

    h. Select Item Quantity Master and select **OK**.

    With all of the tables added to the report, the Report Table Relationships window looks as follows:



11. Click the **Close** button to close the Report Table Relationships window.

    You want this report to sort information by vendor, and within each of the vendor's information, to sort the detail by the item number.

12. To do this click the **Sort** button on the Report Definition window and complete the following steps:

    a. With the Report Table set to PM Vendor Master File, select Vendor ID from the list of Table Fields.

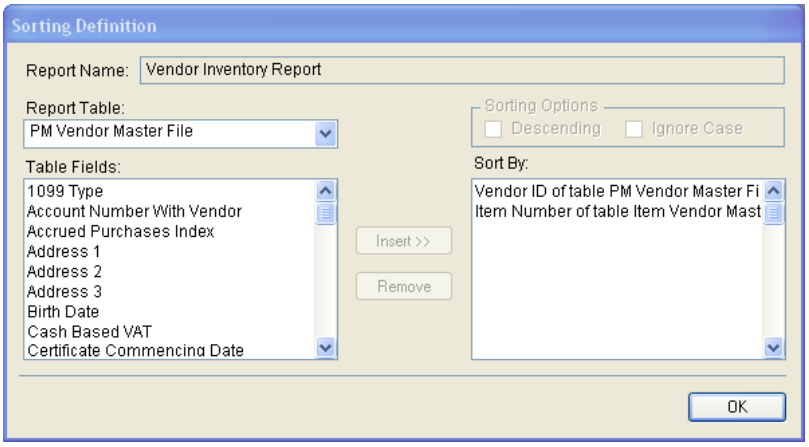
    b. Click **Insert** to add that field to the Sort By list.

    c. Highlight the **Vendor ID** field in the Sort By list so that any other sorts you add will be secondary to the initial sort.

d. Select Item Vendor Master as the Report Table.

e. Select Item Number from the list of Table Fields, and click **Insert** to add that field to the Sort By list.

The Sorting Definition window now looks as follows:



13. Click **OK** to close the Sorting Definition window.

    Next define the layout of the report.

14. Select Layout on the Report Definition window to open the Report Layout window.

    The first change you make to the layout of the report pertains to the report sections that default when the layout first opens.

15. To change the sections of the report, click the Tools menu and select Section Options.

    The report will include six different sections – a page header, a report header, an additional header, a body, an additional footer, and report footer. The PH, RH, B, and RF sections will be included by default.

16. Select the **New** button next to the Additional Headers list to add a new section to the report.

    a. On the Header Options window enter Vendor as the Header Name.

    b. Click the **Vendor ID** as the field to break on.

    c. Select **OK** to save this new additional header.

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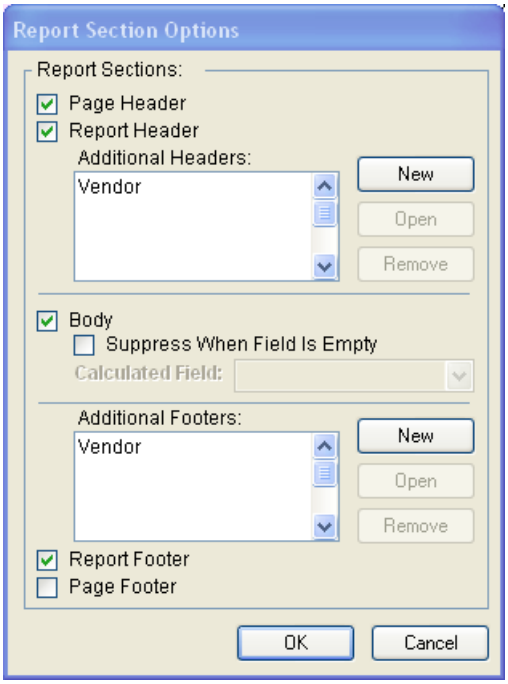
17. Click the **New** button next to the Additional Footers list to add a new footer section to the report.

    a. On the Footer Options window enter Vendor as the Footer Name.

    b. Click on the **Vendor ID** as the field to break on.

    c. Click **OK** to save this new additional footer.

    After the new report sections have been defined, the Report Section Options window looks as follows:

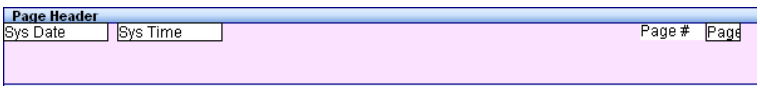


18. Click **OK** to close the Report Section Options window and to show the new report sections on the Layout Window.

19. Use the Date, Time and Page Number tools to add the system date, system time, and a page number to the report layout. Place them in the PH section at the top of the report.

20. Add a label next to the **page number** field.

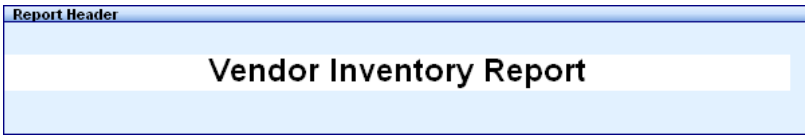
21. Resize the page header to remove the extra white space within the section. When complete, the page header should look as follows:



22. Resize the RH section of the report so that it is larger.
23. Use the Text tool to add a title to the Report Header (RH) section of the report called Vendor Inventory Report.
24. To change the look of the title, select the text object, and then select Drawing Options from the Tools menu. (TOOLS→DRAWING OPTIONS) Change the Font to Helvetica 24, and Bold as the Font Style. Also use the Drawing Options window to Center the title.
25. Click **OK** to save those changes. Once back on the report layout window, resize the text object so the entire contents of the title can be seen, and center it within the section.

HINT: *This is easily accomplished if the title extends the entire width of the report.*

When complete, the report header should look as follows:

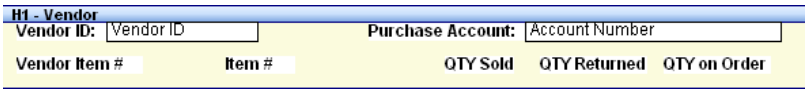


26. Resize the H1 section of the report so it is about two grids larger. Add the following text prompts and fields to this additional header.

Text Prompts	Fields
Vendor ID:	**Vendor ID** from the PM Vendor Master File
Purchase Account:	**Account Number** from the Account Index Master
Vendor Item #	
Item #	
QTY Sold	
QTY on Order	
QTY Returned	

27. Once the objects have been added, change the drawing options (TOOLS→DRAWING OPTIONS) for the text prompts so that they are bold.

When complete, the H1 section of the report looks as follows.



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28. Add the following item fields to the B section of the report from the tables that are given.

Item Vendor Master Table	Item Quantity Master Table
Vendor Item Number	QTY Sold
Item Number	QTY Returned
	QTY on Order

29. Resize the fields so that they fit below the headings that were added to the additional header. Resize that section of the report to remove extra white space.

    When complete the body looks like the illustration that follows where the fields are included directly below the prompts in the H1 section of the report.

30. Resize the F1 section of the report two grids larger. Add the following text prompts and fields to the additional footer. Add the fields from the tables that are indicated. Add the three QTY fields to the report two times. Add fields once next to the Total Text prompt and once next to the Average Text prompt.

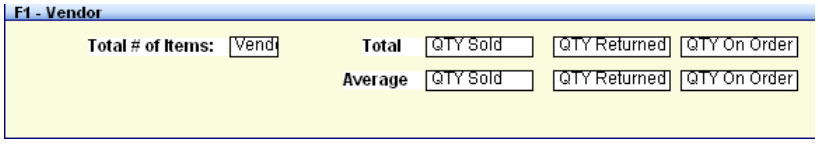
Text Prompts	Fields
Total # of Items	**Vendor Item Number** from Item Vendor Master Table
Total	**QTY Sold** from Item Quantity Master Table *(twice)*
Average	**QTY Returned** from Item Quantity Master Table *(twice)*
	QTY on Order from Item Quantity Master Table *(twice)*

31. Once the objects have been added, change the drawing options for the text prompts so that they are bold.

32. Resize the fields so that they align with their corresponding fields in the body of the report.

***HINT**: Use multi-select fields and use the Size tool on the Arrange tab of the Toolbox.*

When complete, the F1 section of the report should look like the following illustration where the QTY fields are directly below the QTY fields in the body of the report.



Now that the appropriate fields have been added to the additional footer on the report, you can change the field options for those objects so that they display total information for the report.

33. To change the field options, double-click on each field to open the Field Options window by double clicking on the field to be changed.
34. Select the following information for each field in the F1 section of the report. To select the format use the lookup button next to the Format field.

Field	Field Type	Format
Vendor Item Number	Control Count	none
QTY Sold (Total)	Sum	DLR_RBS0_UTR
QTY Sold (Average)	Average	DLR_RBS0_UTR
QTY Returned (Total)	Sum	DLR_RBS0_UTR
QTY Returned (Average)	Average	DLR_RBS0_UTR
QTY on Order (Total)	Sum	DLR_RBS0_UTR
QTY on Order (Average)	Average	DLR_RBS0_UTR

35. Resize the RF section of the report so that it is about six grids larger. Add the following text prompts and fields to the report footer. Add the fields from the tables that are indicated. Resize the fields appropriately once they have been added to layout.

Text Prompts	Fields
Total # of Vendors	**Vendor ID** from PM Vendor Master File
Total # of Items	**Vendor Item Number** from Item Vendor Master
Average Items per Vendor	

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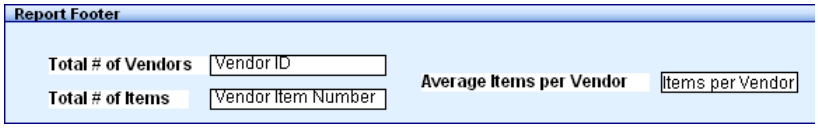
The report footer then looks as follows.



Now that the appropriate fields have been added to the report footer on the report, you can change the field options for those objects so that they display specific total information for the report.

36. To change the field options, double-click on each field to open the Field Options window.

37. Select the following information for each field in the RF section of the report. To select the format, use the lookup button next to the Format field.

Field	Field Type	Format
Vendor ID	Count	Left_Justify
Vendor Item Number	Count	Left_Justify

To complete the RF section of the report, we need to create one calculated field to compute the average # of items per vendor.

38. To create this field, select Calculated Fields from the drop-down list in the Toolbox, and then select the **New** button under the list of fields that are displayed. Create the calculation by completing the following steps:

    a. Enter Items per Vendor as the Name of the field.
    b. Select Currency as the Result Type.
    c. Accept Calculated as the Expression Type.
    d. With the Fields tab selected, choose **Report** Fields as the Resource.
    e. Select RF_FREQ Vendor Item Number as the Field.
    f. Click the **Add** button to add the field to the Calculated Expression.
    g. From the Operators section, click the * button to add the multiplication operator to the Calculated Expression.
    h. Click the Constants tab, select Currency as the **Type**.
    i. Enter 1.00000 as the Constant.
    j. Click the **Add** button to add the field to the Calculated Expression.

HINT: *When Report Writer computes a calculated expression, an integer value multiplied or divided by another integer value will always calculate to an integer. This is regardless of the Result Type that has been assigned to the calculated field that contains the expression. Because of this functionality, it is necessary to include a currency value within the expression for this exercise. You choose to multiply the frequency of the Vendor Item Number by 1.00000 before it is divided by the frequency of the Vendor ID. This is because both frequencies are considered integer values, and in order to calculate a true currency result you need to include a currency value in the calculation.*

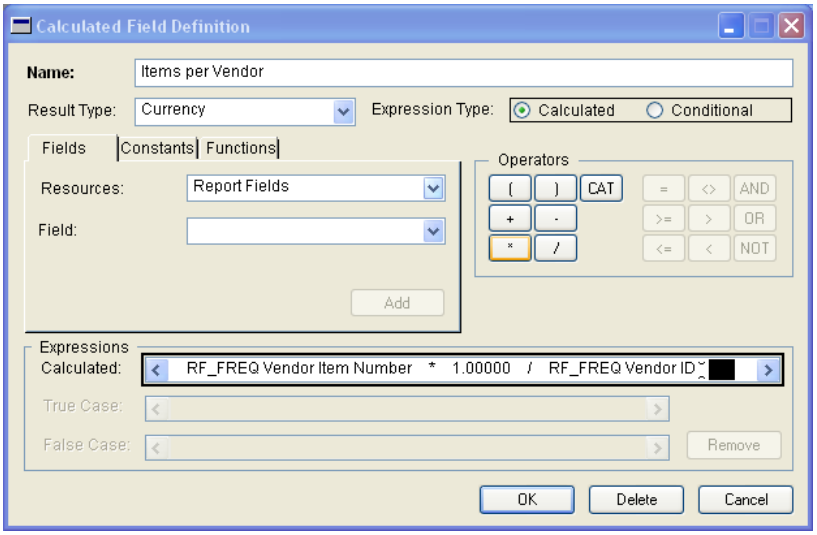
k. From the Operators section, click the / button to add the division operator to the Calculated Expression.

l. Click the Fields tab; select Report Fields as the Resource.

m. Select RF_FREQ Vendor ID as the **Field**.

n. Click the **Add** button to add the field to the Calculated Expression.

When complete, the Calculated Field Definition window should look as follows:



39. Click **OK** to save the new calculated field.

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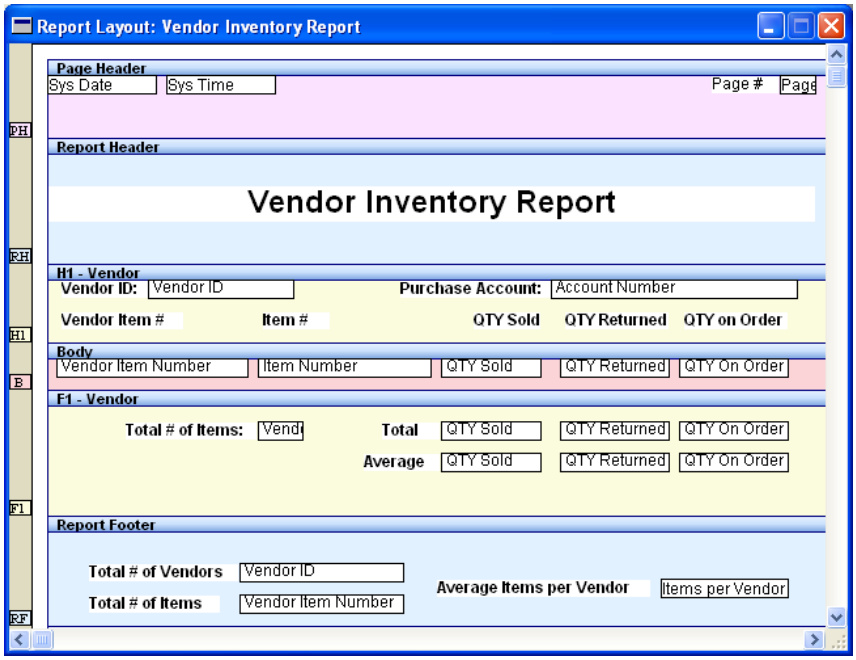
40. Add the new Calculated Field to the report layout beside the label "Average Items per Vendor."

    When complete, the entire report layout looks as follows:



41. Close the Layout Window, and save your changes.

42. Click **OK** on the Report Definition window to save the report.

43. Print the report from the Report Writer. The report should look similar to the illustration shown at the beginning of the project, but when you view the report footer, notice the amount that displays as the average number of items per vendor. It will appear like the following:

The amount appears incorrectly because of the Field Options that default for fields and are placed in a footer of a report. By default, they are assigned a field type called Last Occurrence meaning that this field will have the last value it had on the report. Since this calculation has never been on the report, the last occurrence of the field is not what you want to display. To correct the value, the field type assigned to this field must be changed.

44. To change the Field Options, open the Report Definition window, and click the Layout button.
45. When the Window Layout opens, double-click on the Items per **Vendor** field in the RF section of the report.
46. When the Report Field Options window displays, select the following information for each field in the RF section of the report. To select the format use the lookup button next to the **Format** field.

Field	Field Type	Format
Items per Vendor	Data	DLR_RBS0_UTR

47. Click **OK** to close the Report Field Options window.
48. Close the Layout Window, and save your changes.
49. Click **OK** on the Report Definition window to save the report.
50. Print the report from the Report Writer. The report should now not only look similar to the illustration shown at the beginning of the project, but it should also include the correct calculations.

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