



# S150 Report Designer

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# Timing and Agenda

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**Oct 26, 2021 -10 AM -12 PM**

**Day 1**

**Lesson 1: Getting Started with the Report Designer**

**Lesson 2: Creating a Report**

**Lesson 3: Filling a Report with Content**

**Oct 27, 2021 -10 AM -12 PM**

**Day 2**

**Lesson 4: Using Variables and Expressions**

**Lesson 5: Using Parameters and Filters**

# Timing and Agenda

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**Oct 28, 2021 -10 AM -12 PM**

**Day 3**

**Lesson 6: Sorting and Grouping Data**

**Lesson 7: Modifying the Report Style**

**Lesson 8: Developing Tabular Reports**

**Lesson 9: Exporting Reports**

**Lesson 10: Localizing Reports**



# Day 1

# Lesson 1: Getting Started with the Report Designer

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## Learning Objectives

In this session, you will learn how to do the following:

- Install the Acumatica Report Designer
- Start the Acumatica Report Designer and explore its interface
- Open and view existing reports
- Copy existing reports

# Installation of the Report Designer

Acumatica ERP

## Main Software Configuration

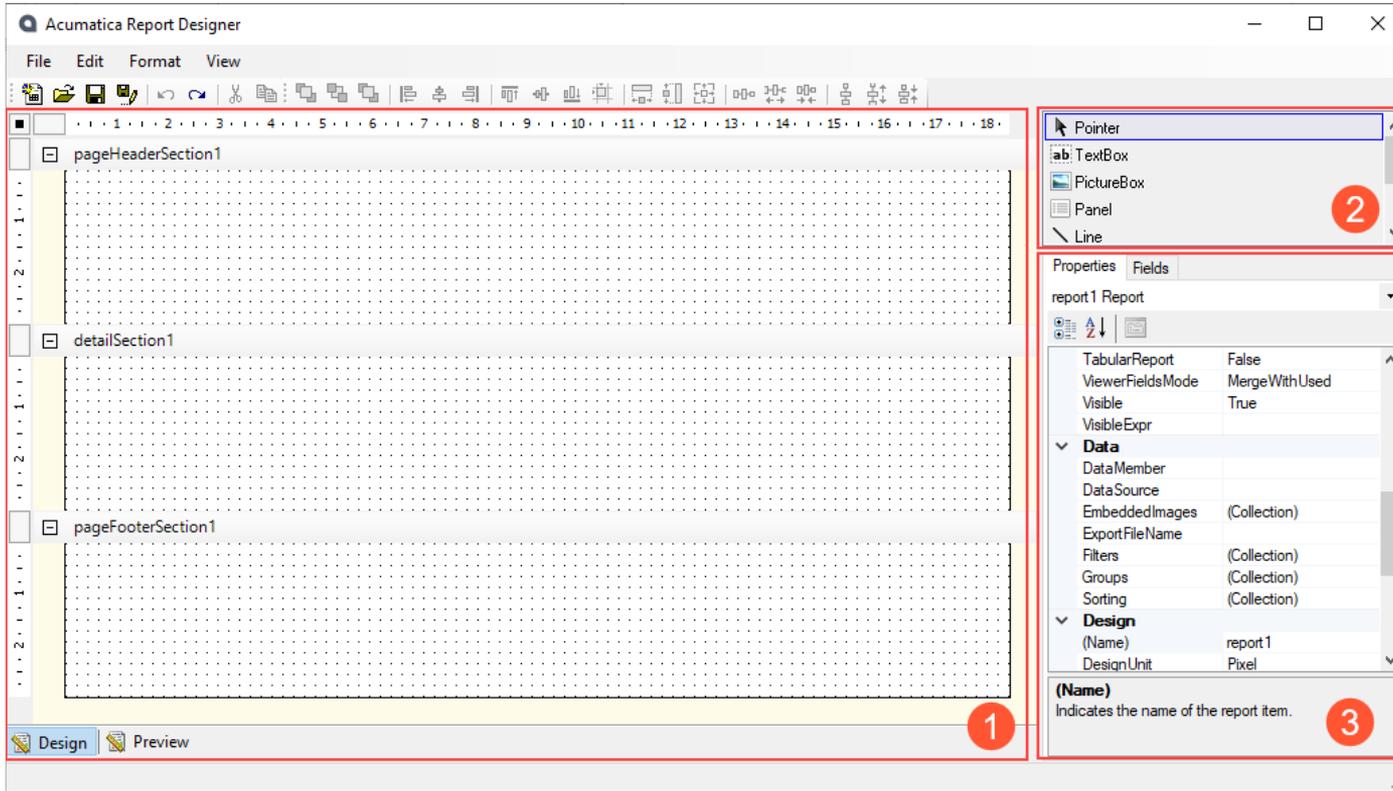
**Acumatica**  
The Cloud ERP

The Acumatica ERP installer will install all the necessary software components. Please be aware that the software must be configured before use. The Acumatica ERP Configuration wizard will be started automatically after the installation is finished. If you wish to configure the software later, please clear the first check box below. The Configuration wizard will be accessible under the Programs menu.

- Install Acumatica ERP
  - Launch the Acumatica ERP Configuration Wizard (Recommended)
  - Install Debugger Tools
- Install DeviceHub
- Install Report Designer

Back Next Cancel

# Figure: The main window of the Report Designer



# Report Designer: To Install the Acumatica Report Designer

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## *Story*

Suppose that you are a technical specialist in your company who is working on customizations. An accountant of the company has requested a number of reports that are not among the predefined reports. You need an application to develop reports based on the data of Acumatica ERP and have decided to use the Acumatica Report Designer, which is included in the Acumatica ERP installation package.

# Report Designer: To Copy an Existing Report

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## *Story*

Suppose that you are a technical specialist in your company, and you are working on customizations. An accountant of the company has requested a report that displays the AR register. You have offered the predefined [AR Register](#) (AR621500) report, which is predefined in Acumatica ERP, but the accountant has asked for modifications to the report. You have decided to make a copy of the report and change the copy in the Report Designer rather than directly modifying the predefined report. As a first step, you will create and save the copy of the report.

# Lesson 2: Creating a Report

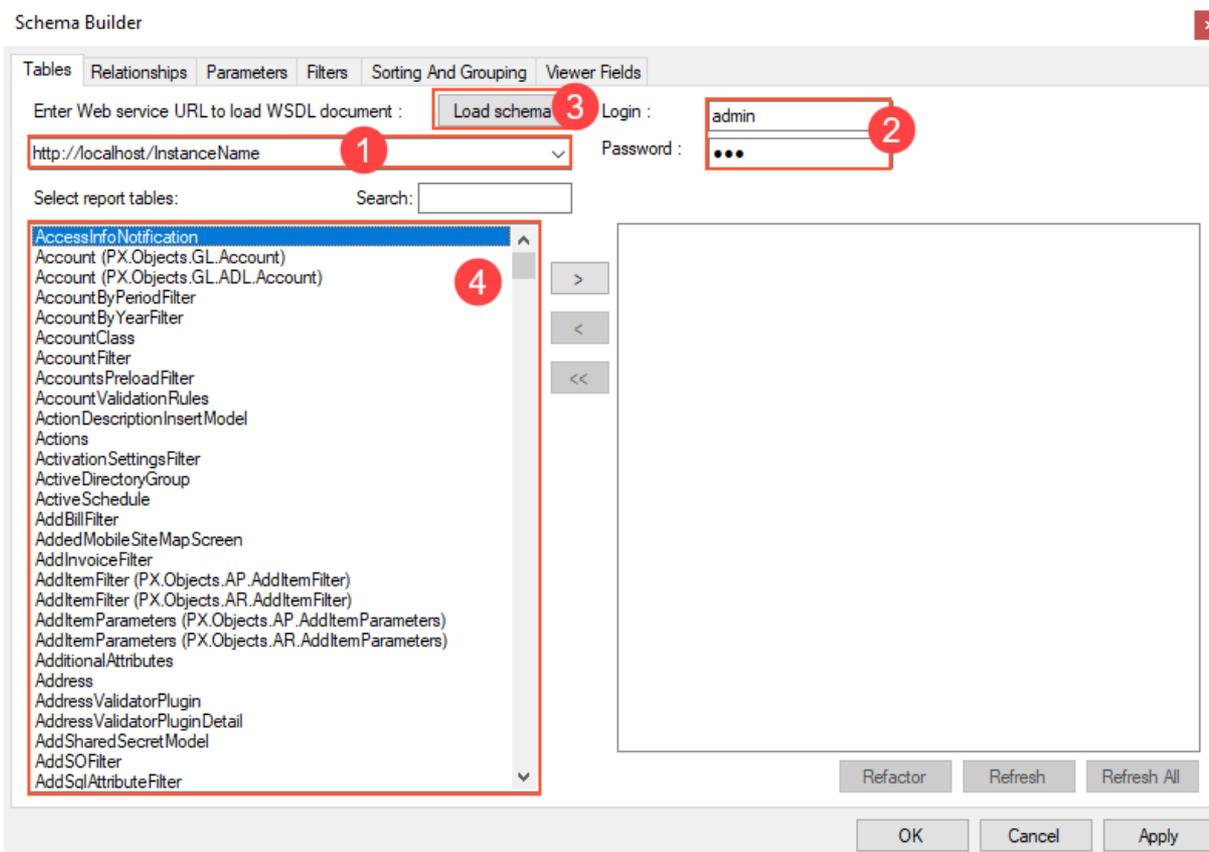
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## Learning Objectives

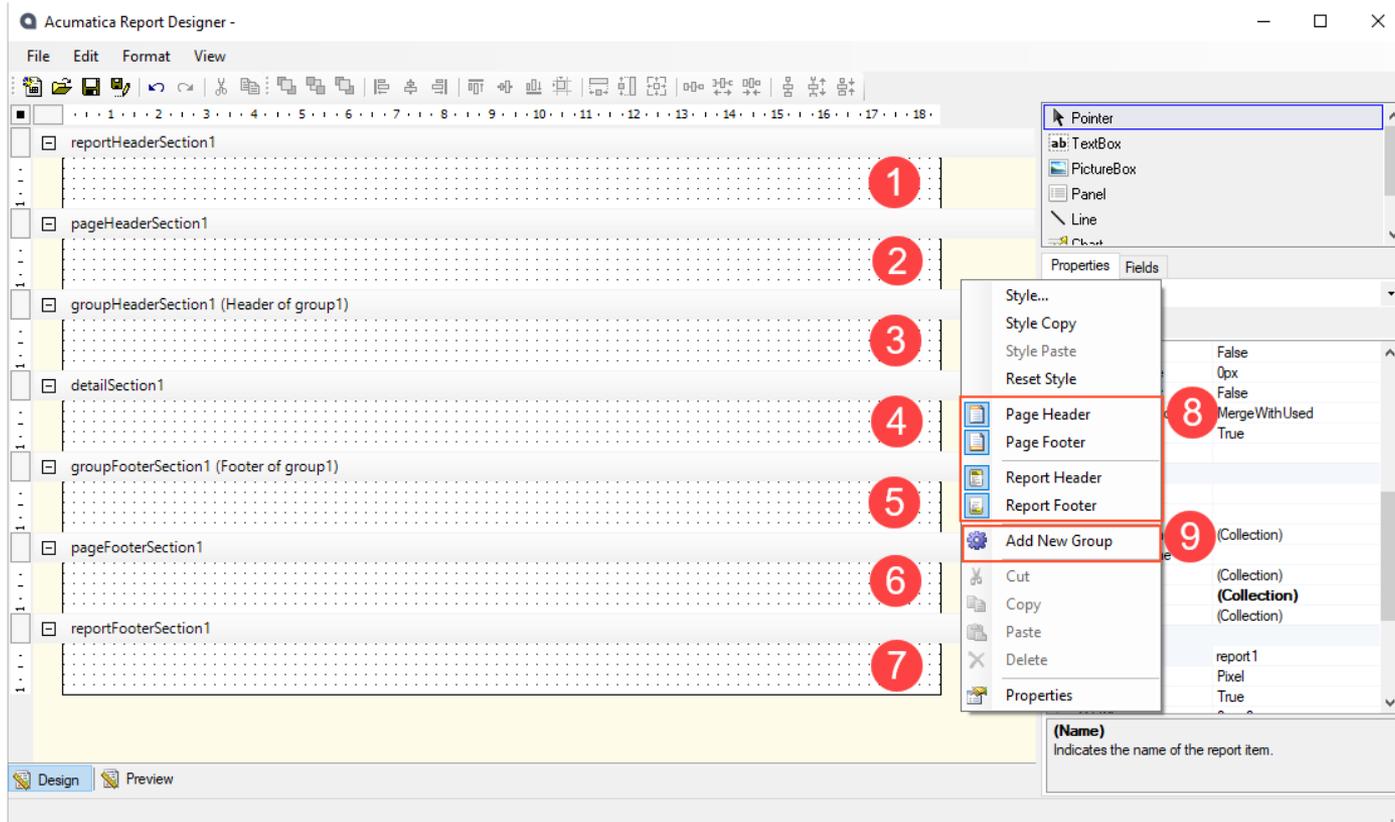
In this session, you will learn how to do the following:

- Create a report
- Publish and view a report

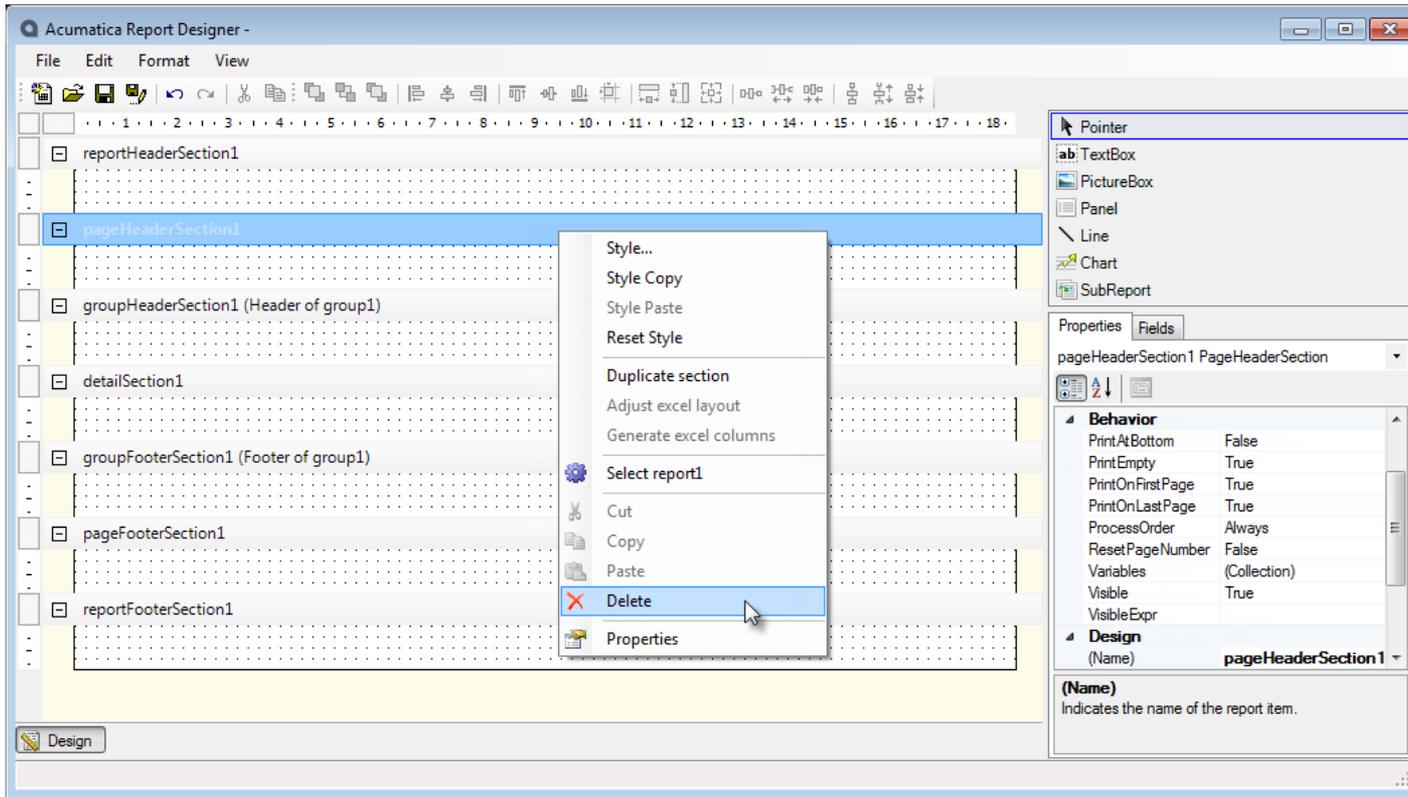
# Figure: Loading of the schema of the data access classes



# Figure: Sections of a report layout



# Figure: Deletion of a section



## Figure: Saving of a report to the server

Save report on server ✕

Enter Web service URL to load reports list : **1**

Enter report name to save : **2**

Version description : **3**

Login :

Password :

Save as new version

# Report Creation: To Create a Report Based on One DAC

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## *Story*

Suppose that you are a technical specialist in your company who is working on simple customizations. An accountant of your company has requested a report that collects data about invoices and memos. The accountant wants a simple report that displays columns with the document type, invoice reference number, and the balance of the invoice with that number.

## Figure: The report designed to display data about invoices and memos

pageHeaderSection1			
Invoices and Memos		Page	[={PageOf}]
Document Type	Reference Numbe	Balance	
[={ARInvoice.DocT}	[={ARInvoice.RefN}	[={ARInvoice.Cury	
pageFooterSection1			

## Figure: The report designed to display data about invoices and memos

pageHeaderSection1			
Invoices and Memos		Page	[={PageOf}]
Document Type	Reference Numbe	Balance	
[={ARInvoice.DocT}	[={ARInvoice.RefN}	[={ARInvoice.Cury	
pageFooterSection1			

## Figure: The resulting report displaying information about invoices and memos

Invoices and Memos Page 1 of 4

Document Type	Reference	Balance			
Credit Memo	000068	60.00	Invoice	000009	0.00
Credit Memo	000071	43.00	Invoice	000010	0.00
Credit Memo	000081	110.00	Invoice	000011	0.00
Invoice	000001	30.00	Invoice	000012	0.00
Invoice	000002	200.00	Invoice	000013	0.00
Invoice	000003	0.00	Invoice	000014	0.00
Invoice	000004	97.98	Invoice	000015	0.00
Invoice	000005	201.74	Invoice	000016	0.00
Invoice	000006	0.00	Invoice	000017	0.00
Invoice	000007	0.00	Invoice	000018	0.00
Invoice	000008	0.00	Invoice	000019	0.00
			Invoice	000020	0.00

# Lesson 3: Filling a Report with Content

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## Learning Objectives

In this session, you will learn how to do the following:

- Add, delete, and move elements in the report layout
- Configure properties of the elements added to the report layout

# Report Content: To Add an Image to a Report

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## *Story*

Suppose that you are a technical specialist in your company who is working on simple customizations. A sales manager has requested a report that displays the details of an invoice or memo. You have offered the predefined [Invoice/Memo](#) (AR641000) report, but the sales manager has asked you to display images of the items in the report.

## Figure: Relations for added tables for the AR6410C1 report

Schema Builder

Tables Relationships Parameters Filters Sorting And Grouping Viewer Fields

Enter the report table relations here :

	Parent Table	Parent Alias	Join type	Child Table	Child Alias
	ARInvoice		Left	ARContact	BillingContact
	ARInvoice		Left	ARAddress	ShippingAddress
	ARInvoice		Left	ARContact	ShippingContact
	BAccount		Left	Address	CompanyAddress
	BAccount		Left	Contact	CompanyContact
	BAccount		Cross	PreferencesGeneral	
▶	ARTran		Inner	InventoryItem	
	InventoryItem		Inner	NoteDoc	
	NoteDoc		Inner	UploadFile	
*					

Enter the data field links for the active relation :

Parent Formula Child Formula

	Braces	Parent Field	Link Condition	Child Field	Braces	Operator
▶		InventoryID	Equal	InventoryID		And
*						

OK Cancel Apply

# Figure: The Invoice/Memo (AR6410C1) report with the image from the database



Service and Equipment Sales Center  
 218 Oakwood Ave  
 New York, NY, 10007  
 Phone: +1 212 667 1506

## INVOICE

Reference Nbr.: 000058  
 Date: 07-Jan-2020  
 Due Date: 06-Feb-2020  
 Customer ID: TOMYUM  
 Currency: USD

BILL TO:	SHIP TO:
Thai Food Restaurant 341 E 138th St New York NY 10454 United States of America	341 E 138th St New York NY 10454 United States of America

CUSTOMER REF. NBR	TERMS	CONTACT
	30 Days	Nenad Pasic

NO.	ITEM	QTY.	UOM	UNIT PRICE	DISC.	EXTENDED PRICE
2	JUICER20C: Commercial citrus juicer with a production rate of 2 litres per minute	1.00	PIECE	4,000.0000	0%	4,000.00
						
1	INSTALL: Installation of equipment at the customers' place	1.00	HOUR	100.0000	0%	100.00

NOTE:		
	Sales Total:	4,100.00
	Less Discount:	0.00
	Tax Total:	0.00
	Total (USD):	4,100.00
	Cash Discount:	0.00

# Report Content: To Add QR Codes to a Report

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## *Story*

Suppose that you are a technical specialist in your company who is working on simple customizations. A sales manager has requested a report that displays the details of an invoice or memo, including the QR codes of items. You have decided to use the predefined [Invoice/Memo \(AR641000\)](#) report as a base and modify it by adding the QR code of each item.

# Figure: The Invoice/Memo (AR6410C2) report with the QR codes of items



Service and Equipment Sales Center  
 218 Oakwood Ave  
 New York, NY, 10007  
 Phone: +1 212 867 1508

## INVOICE

Reference Nbr.: 000058  
 Date: 07-Jan-2020  
 Due Date: 06-Feb-2020  
 Customer ID: TOMYUM  
 Currency: USD

BILL TO:	SHIP TO:
Thai Food Restaurant 341 E 138th St New York NY 10454 United States of America	341 E 138th St New York NY 10454 United States of America

CUSTOMER REF. NBR.	TERMS	CONTACT
	30 Days	Nenad Pasic

NO.	ITEM	QTY.	UOM	UNIT PRICE	DISC.	EXTENDED PRICE
2	JUICER20C: Commercial citrus juicer with a production rate of 2 litres per minute	1.00	PIECE	4,000.0000	0%	4,000.00



1	INSTALL: Installation of equipment at the customers' place	1.00	HOUR	100.0000	0%	100.00
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NOTE:	Sales Total:	4,100.00
	Less Discount:	0.00
	Tax Total:	0.00
	Total (USD):	4,100.00
	Cash Discount:	0.00



# Day 2

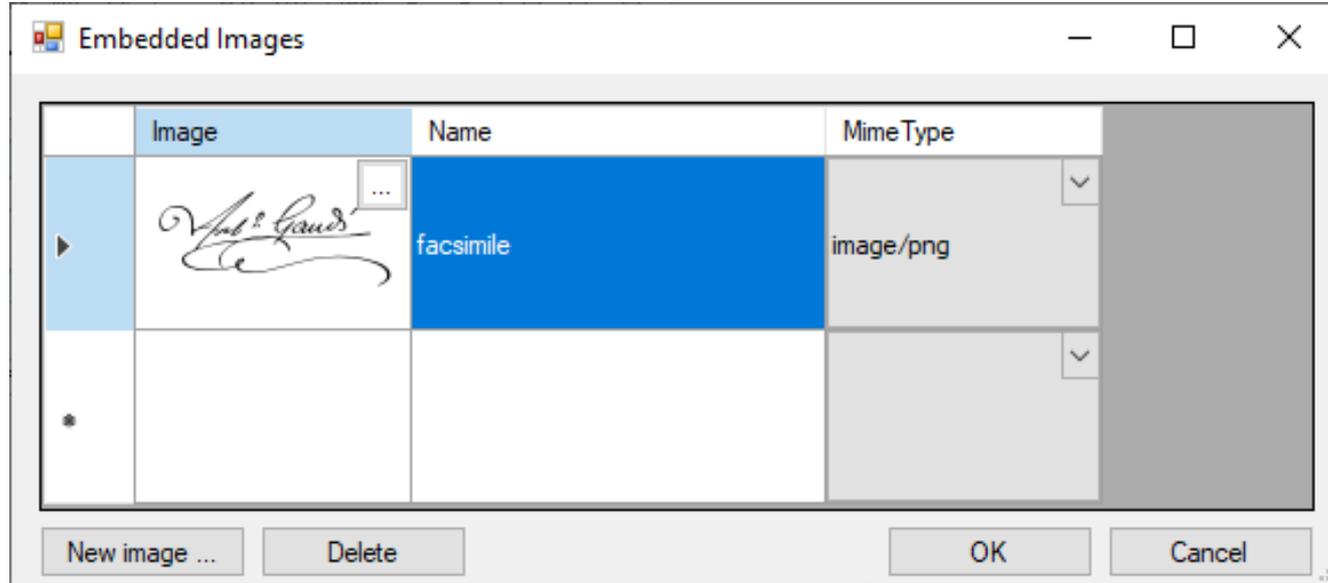
# Report Content: To Embed an Image in a Report

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## *Story*

Suppose that you are a technical specialist in your company who is working on simple customizations. A sales manager has requested that you add an image of his signature to a report that displays the details of an invoice or memo. You have decided to use the predefined Invoice/Memo (AR641000) report as a base and modify it by adding the image of the signature that the sales manager has sent to you as a PNG file.

## Figure: The embedded image in the Embedded Images dialog box



# Figure: The Invoice/Memo (IN6410C2) report with the image added



Service and Equipment Sales Center  
 218 Oakwood Ave  
 New York, NY, 10007  
 Phone: +1 212 667 1506

## INVOICE

Reference Nbr.: 000058  
 Date: 07-Jan-2020  
 Due Date: 06-Feb-2020  
 Customer ID: TOMYUM  
 Currency: USD

<b>BILL TO:</b>	-	<b>SHIP TO:</b>
Thai Food Restaurant		341 E 138th St
341 E 138th St		New York NY 10454
New York NY 10454		United States of America
United States of America		

<b>CUSTOMER REF. NBR.</b>	<b>TERMS</b>	<b>CONTACT</b>
	30 Days	Nenad Pasic

NO.	ITEM	QTY.	UOM	UNIT PRICE	DISC.	EXTENDED PRICE
2	JUICER20C: Commercial citrus juicer with a production rate of 2 litres per minute	1.00	PIECE	4,000.0000	0%	4,000.00
1	INSTALL: Installation of equipment at the customers' place	1.00	HOUR	100.0000	0%	100.00

NOTE:

<b>Sales Total:</b>	4,100.00
<b>Less Discount:</b>	0.00
<b>Tax Total:</b>	0.00
<b>Total (USD):</b>	4,100.00
<b>Cash Discount:</b>	0.00

# Report Content: To Add a Subreport

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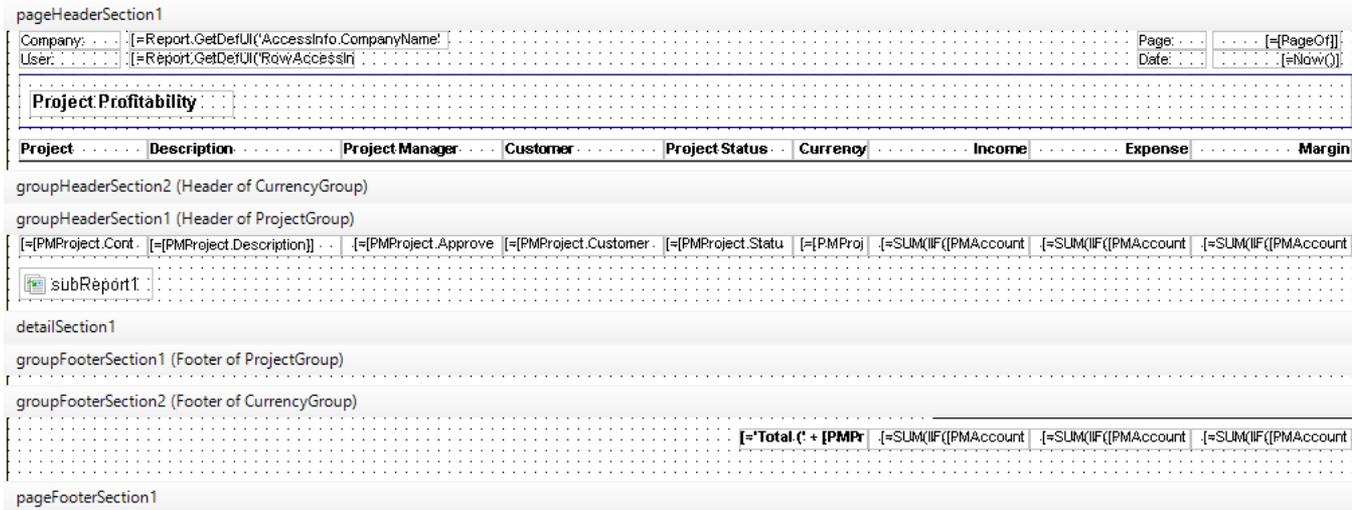
## *Story*

Suppose that you are a technical specialist in your company who is working on simple customizations. A project manager has requested a report that displays project profitability by project manager. The project manager has also asked you to display the list of change orders for each project. You have looked through the reports in Acumatica ERP and decided to use a copy of the Project Profitability (PM624000) report and make modifications to it.

# Figure: The subreport that lists the change orders of the specified project



# Figure: Report with subreport



# Figure: The Project Profitability (PM6240C1) report with change orders

Company: Company  
User: Kimberly Gibbs

Page: 1 of 1  
Date: 3/4/2021 3:13 AM

## Project Profitability

Project	Description	Project Manager	Customer	Project Status	Currency	Income	Expense	Margin
<a href="#">HMTRAINING</a>	A training for employees	EP00000001	HIMBAKERY	Completed	USD	1,250.00	800.00	450.00
	<b>Change Order Reference Number</b>							
	000002							
	000003							
					<b>Total (USD):</b>	1,250.00	800.00	450.00

# Lesson 4: Using Variables and Expressions

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## Learning Objectives

In this session, you will learn how to do the following:

- Create a variable
- Specify an expression

# Figure: Expression Editor

The screenshot shows the Expression Editor window with four numbered callouts:

- 1**: A tree view of fields including APHistory, APLatestHistory, BAccount, Contact, Location, and Vendor (with sub-fields like AcctCD, AcctName, AcctReferenceNbr, AllowOverrideCury, AllowOverrideRate, BAccountID, BaseRemitContactID, Box1099, and CasesCount).
- 2**: A list of operators and functions including Globals, Parameters, Variables, Operators (Arithmetic, Logical, Comparison, Other), and Functions (Conversion, Aggregates, Text, Math, DateTime, Program Shortcuts, Application).
- 3**: A list of functions including If( expr, truePart, falsePart ), IsNull( value, nullValue ), Switch( expr1, value1, expr2, value2, ... ), NullIf( value1, value2 ), Assign( '\$name', expr ), and Assign( '\$name', expr, resetExpr ).
- 4**: A text area containing the formula: `=IIF([[@SupressZeroBal]]=True AND Sum([APHistory.FinYtdBalance]) = 0, False, True) AND IIF([[@SupressInactiveVendors]]=True AND [Vendor.Status] = 'I', False, True)`

Use /\* commented line \*/ to comment the text in the formula.

Buttons: Validate, Ok, Cancel

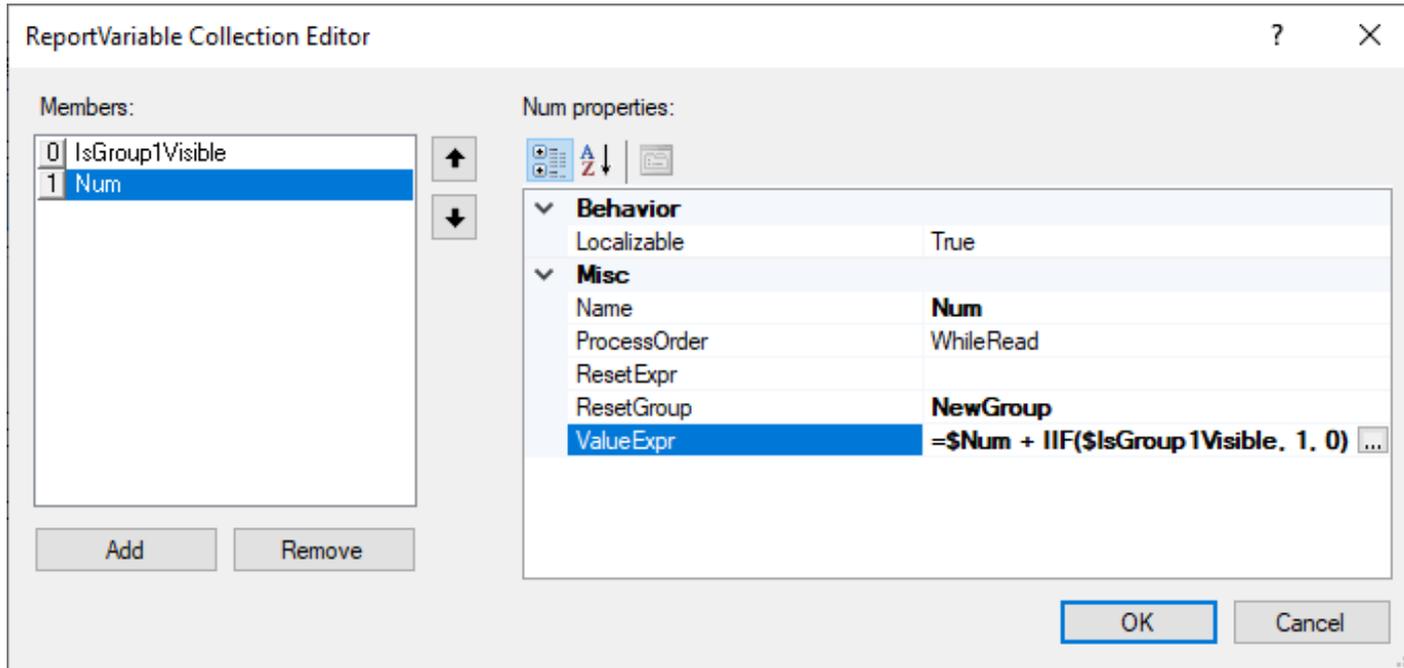
# Variables and Expressions: To Add a Variable and an Expression

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## *Story*

Suppose that you are a technical specialist in your company who is working on simple customizations. A sales manager of your company has requested a report that displays data about vendors, so that vendors are grouped by vendor class. In a class, vendors should be numbered. You know that your colleague has created such a report, but without numbering. You decide to change the report that your colleague has created.

# Figure: Variables in the ReportVariables Collection Editor



# Figure: Report in design mode

The image shows a report design interface with the following sections:

- pageHeaderSection1**: Contains a **Vendor Summary** header, a **Company** field with a dropdown menu, and two checkboxes: **Suppress Zero Balances** and **Suppress Inactive Vendors**. It also includes fields for **Page**, **Date**, and **User**, each with a dropdown menu.
- pageHeaderSection2**: A header row with columns: **Vendor**, **Vendor Name**, **Status**, **Terms**, **Currency**, **Tax Zone**, **Phone**, **FAX**, and **Current Balance**.
- groupHeaderSection2 (Header of NewGroup)**: A header row with a **Class** field and a dropdown menu.
- groupHeaderSection1 (Header of group1)**: A header row with fields: **[\$Num]**, **[BAccount.Acct]**, **[Vendor.AcctName]**, **[Vendor]**, **[Vendor.Terms]**, **[Vendor]**, **[Location.VTa]**, **[Contact.Phone1]**, **[Contact.Fax]**, and **[sum([APHistory.FinYt]**.
- detailSection1**: A section for detailed data rows.
- groupFooterSection1 (Footer of group1)**: A footer row.
- groupFooterSection2 (Footer of NewGroup)**: A footer row with a **[sum([APHistory.FinYt]** field.
- pageFooterSection1**: A footer row.

# Figure: The Vendor Summary (AP6550C6) report with vendors numbered in each vendor class

## Vendor Summary

Company: Company

Suppress Zero Balances  
Suppress Inactive Vendors

Page: 1 of 1  
Date: 1/21/2021 10:17 AM  
User: Kimberly Gibbs

	Vendor	Vendor Name	Status	Terms	Currency	Tax Zone	Phone	FAX	Current Balance
	<b>Class</b>	<b>DEFAULT</b>							
1	<a href="#">ALLFRUITS</a>	All Fruits Mall	Active	30D	USD		+1 914 853 4879		1,139.10
2	<a href="#">BLUELINE</a>	Blueline Advertisement	Active	30D	USD				9,800.00
3	<a href="#">FRONTSRC</a>	Frontsource Ltd.	Active	30D	USD	NYSTATE	+1-315-369-5428		215.00
4	<a href="#">PRINTICO</a>	Wingman Printing Company	Active	30D	USD		+1 917 507 6103		1,423.00
5	<a href="#">SQUEEZO</a>	Squeezeo Inc.	Active	30D	USD		+1 917 527 2103		1,150.00
									13,727.10
	<b>Class</b>	<b>EMPHOURLY</b>							0.00
	<b>Class</b>	<b>INTLCA</b>							0.00
	<b>Class</b>	<b>PRODUCT</b>							
1	<a href="#">JARCO</a>	Jar Co.	Active	30D	USD		+1-917-872-7120		1,168.00
2	<a href="#">STATOFFICE</a>	Spectra Stationery Office	Active	30D	USD		+1 917 766 1390		619.00
									1,787.00
	<b>Class</b>	<b>SERVICE</b>							
1	<a href="#">KADESIGN</a>	Karn Design Inc.	Active	30D	USD		11801		42,000.00
									42,000.00
	<b>Class</b>	<b>SUBCON</b>							
1	<a href="#">STONEC</a>	Cornerstone Concrete	Active	30D	USD				45,000.00
2	<a href="#">SUNDW</a>	Sundance Drywall Company	Active	30D	USD		415-285-6671		5,555.00
3	<a href="#">SUNTECH</a>	Suntech Concrete	Active	30D	USD				100,962.00
									151,517.00
	<b>Class</b>	<b>TAXAGENCY</b>							
1	<a href="#">NYTAXDEP</a>	NY State Department of Revenue	Active	30D	USD				654.78
									654.78

# Lesson 5: Using Parameters and Filters

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## Learning Objectives

In this session, you will learn how to do the following:

- Specify parameters in a report
- Set up filters in a report

# Parameters and Filters: To Specify Parameters

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## *Story*

Suppose that you are a technical specialist in your company who is working on simple customizations. A sales manager of your company has requested a report that displays data about vendors. You have offered the predefined [Vendor Summary](#) (AP655000) report, but the sales manager has asked you to give report users the ability to specify a vendor class. You will perform preliminary work before realizing the ability to view the report for a selected vendor class.

## Figure: Class parameter on the Parameters tab

Schema Builder

Tables Relationships Parameters Filters Sorting And Grouping Viewer Fields

SupressZeroBal  
SupressInactive Vendors  
Class

Name : Class Input mask : ...

Data Type : String View name : =Report.GetFieldSchema('Vendor.Ven') ...

Prompt : Vendor Class

Default value : ...

Column span : 2  Allow Null  Visible  Required

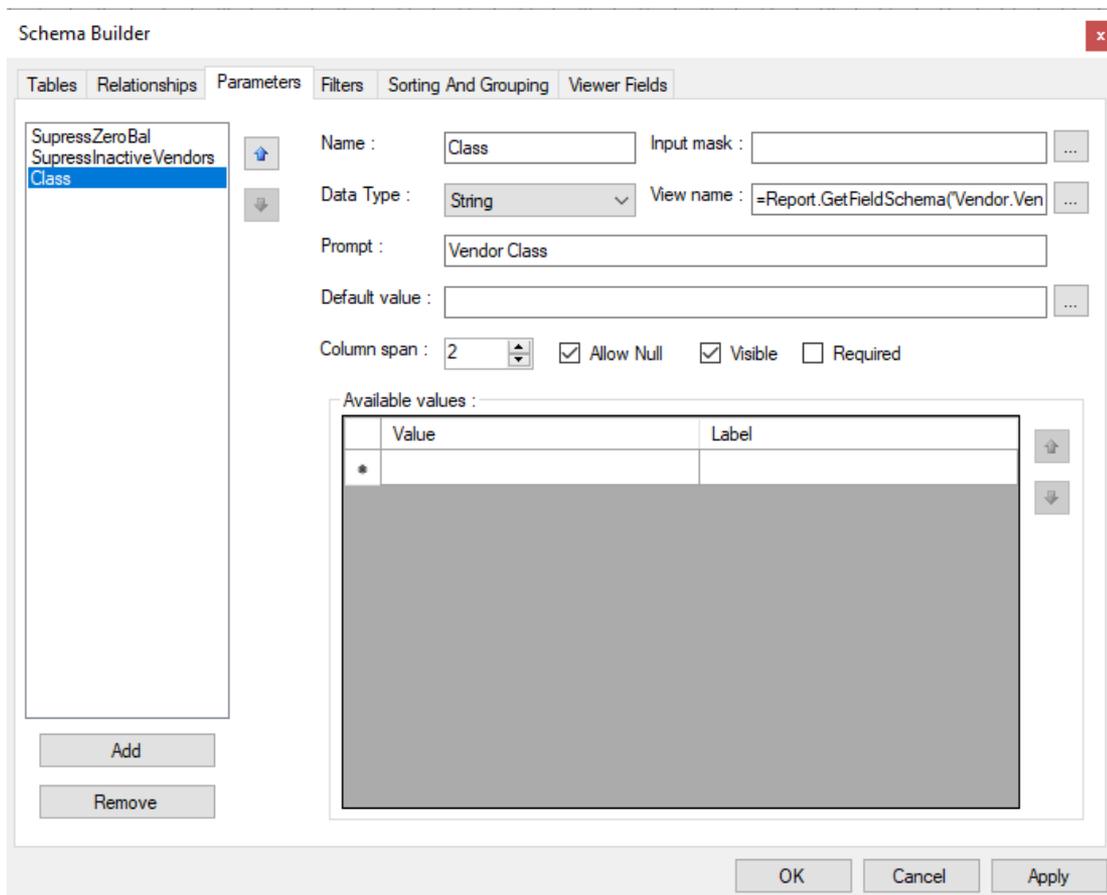
Available values :

Value	Label
*	

Add

Remove

OK Cancel Apply

The image shows a screenshot of the 'Schema Builder' application window, specifically the 'Parameters' tab. On the left, a list of parameters includes 'SupressZeroBal', 'SupressInactive Vendors', and 'Class', with 'Class' selected. The main area contains configuration fields for the selected parameter: 'Name' is 'Class', 'Data Type' is 'String', 'Prompt' is 'Vendor Class', and 'Column span' is '2'. There are also checkboxes for 'Allow Null', 'Visible', and 'Required', all of which are checked. Below these fields is an 'Available values' table with two columns: 'Value' and 'Label'. The table contains one row with a '\*' in the 'Value' column. At the bottom of the window are 'Add', 'Remove', 'OK', 'Cancel', and 'Apply' buttons.

# Figure: The Vendor Summary (AP6550C2) report with the added parameter for the vendor class

## Vendor Summary

Company: Company

Suppress Zero Balances  
Suppress Inactive Vendors

Page: 1 of 1  
Date: 11/19/2020 10:34  
User: admin admin

Vendor	Vendor Name	Status	Class	Terms	Currency	Tax Zone	Phone	FAX	Current Balance
<a href="#">ALLFRUITS</a>	All Fruits Mall	Active	DEFAULT	30D	USD		+1 914 853 4879		1,139.10
<a href="#">BLUELINE</a>	Blueline Advertisement	Active	DEFAULT	30D	USD				9,800.00
<a href="#">FRONTSRC</a>	Frontsource Ltd.	Active	DEFAULT	30D	USD	NYSTATE	+1-315-369-5428		215.00
<a href="#">JARCO</a>	Jar Co.	Active	PRODUCT	30D	USD		+1-917-872-7120		1,168.00
<a href="#">NYTAXDEP</a>	NY State Department of Revenue	Active	TAXAGENCY	30D	USD				654.78
<a href="#">PRINTICO</a>	Wingman Printing Company	Active	DEFAULT	30D	USD		+1 917 507 6103		1,423.00
<a href="#">SQUEEZO</a>	Squeezeo Inc.	Active	DEFAULT	30D	USD		+1 917 527 2103		1,150.00
<a href="#">STATOFFICE</a>	Spectra Stationery Office	Active	PRODUCT	30D	USD		+1 917 766 1390		619.00
<a href="#">TRANSIT</a>	Wheels Transit Company	Active	DEFAULT	30D	USD		+1 917 322 7845		15.00

# Parameters and Filters: To Define Filters

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## *Story*

Suppose that you are a technical specialist in your company who is working on simple customizations. A sales manager of your company has requested a report that displays data about vendors. You have offered the predefined [Vendor Summary](#) (AP655000) report, but the sales manager has asked you to give report users the ability to view the report for a selected vendor class. If no vendor class is specified, the report should display the full list of vendors.

## Figure: Adding the filter

Schema Builder ✕

Tables Relationships Parameters **Filters** Sorting And Grouping Viewer Fields

Data Field Formula ↑ ↓

	Braces	Data Field	Condition	Value1	Value2	Braces	Operator
▶		Vendor.VendorClassID	Equal	@Class			Or
		@Class	IsNull				And
*							

OK Cancel Apply

## Figure: The Vendor Summary (AP6550C3) report for the Product vendor class

### Vendor Summary

Company: Company

Suppress Zero Balances

Suppress Inactive Vendors

Page: 1 of 1

Date: 11/19/2020 10:50

User: admin admin

Vendor	Vendor Name	Status	Class	Terms	Currency	Tax Zone	Phone	FAX	Current Balance
<a href="#">JARCO</a>	Jar Co.	Active	PRODUCT	30D	USD		+1-917-872-7120		1,168.00
<a href="#">STATOFFICE</a>	Spectra Stationery Office	Active	PRODUCT	30D	USD		+1 917 766 1390		619.00



# Day 3

# Lesson 6: Sorting and Grouping Data

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## Learning Objectives

In this session, you will learn how to do the following:

- Create data groups in a report
- Specify sorting criteria for the data in a report group and the data in a report

# Data Sorting and Grouping: To Specify Data Group in a Report

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## *Story*

Suppose that you are a technical specialist in your company who is working on customizations. A sales manager of your company has requested a report that displays data about vendors. You have offered the predefined [Vendor Summary](#) (AP655000) report, but the sales manager wants the data to be grouped by vendor class. The sales manager has also asked you to display the total balance for each group. You will create the requested report by using a copy of the [Vendor Summary](#) report.

# Figure: Grouping and sorting settings for the AP6550C1 report

Schema Builder

Tables Relationships Parameters Filters **Sorting And Grouping** Viewer Fields

Enter sorting conditions here :

	Data Field	Sort Direction
▶	Vendor.AcctCD	Ascending
*		

Select group and Enter grouping conditions below :

NewGroup  
group 1

Grouping Field Fomula

	Data Field	Sort Direction
▶	= [Vendor.VendorClassID]	Ascending
*		

OK Cancel Apply

# Figure: The Vendor Summary (AP6550C1) report, with data grouped by vendor class

## Vendor Summary New

Company: Company

Suppress Zero Balances

Suppress Inactive Vendors

Page: 1 of 1

Date: 11/20/2020 5:24 AM

User: admin admin

Vendor	Vendor Name	Status	Terms	Currency	Tax Zone	Phone	FAX	Current Balance
<b>Class</b>	<b>DEFAULT</b>							
<a href="#">ALLFRUITS</a>	All Fruits Mall	Active	30D	USD		+1 914 853 4879		1,139.10
<a href="#">BLUELINE</a>	BlueLine Advertisement	Active	30D	USD				9,800.00
<a href="#">FRONTSRC</a>	Frontsource Ltd.	Active	30D	USD	NYSTATE	+1-315-369-5428		215.00
<a href="#">PRINTICO</a>	Wingman Printing Company	Active	30D	USD		+1 917 507 6103		1,423.00
<a href="#">SQUEEZO</a>	Squeezeo Inc.	Active	30D	USD		+1 917 527 2103		1,150.00
<a href="#">TRANSIT</a>	Wheels Transit Company	Active	30D	USD		+1 917 322 7845		15.00
								13,742.10
<b>Class</b>	<b>EMPHOURLY</b>							0.00
<b>Class</b>	<b>PRODUCT</b>							
<a href="#">JARCO</a>	Jar Co.	Active	30D	USD		+1-917-872-7120		1,168.00
<a href="#">STATOFFICE</a>	Spectra Stationery Office	Active	30D	USD		+1 917 766 1390		619.00
								1,787.00
<b>Class</b>	<b>TAXAGENCY</b>							
<a href="#">NYTAXDEP</a>	NY State Department of Revenue	Active	30D	USD				654.78
								654.78

# Data Sorting and Grouping: To Specify Sorting Conditions

---

## *Story*

Suppose that you are a technical specialist in your company who is working on customizations. An accountant of your company has requested a report that displays the AP batch register. You have offered the predefined [AP Batch Register Detailed](#) (AP621000) report, but the sales manager has requested that the data be sorted by batch number in descending order and by stock item description in ascending order.

# Figure: Sorting and grouping settings for the AP6210C1 report in the Schema Builder

Schema Builder ✕

Tables Relationships Parameters Filters **Sorting And Grouping** Viewer Fields

Enter sorting conditions here :

	Data Field	Sort Direction
▶	GLTran.TranDesc	Ascending
*		

Select group and Enter grouping conditions below :

group 1

Grouping Field Formula

	Data Field	Sort Direction
▶	Batch.Module	Ascending
	Batch.BatchNbr	Descending
*		

OK Cancel Apply

# Figure: Sample page of the AP Batch Register Detailed (AP6210C1) report

AP Batch Register Detailed  
 Company/Branch: HEADOFFICE  
 Ledger: ACTUAL  
 From Period: 01-2020  
 To Period: 11-2020  
 Page: 6 of 10  
 Date: 11/19/2020 8:55 AM  
 User: admin admin  
 Include Unposted Transactions

Module	Batch Number	Period	Entered Date	Status	Description	Created By	Last Modified By	Control Total
AP	<a href="#">AP000040</a>	01-2020	1/2/2020	Posted		admin	admin	533.80

Branch	Account	Subaccount	Ref. Number	Description	Debit	Credit
HEADOFFICE	10200		000014		0.00	533.80
HEADOFFICE	20000		000014		533.80	0.00
Batch Total:					533.80	533.80

AP	<a href="#">AP000031</a>	01-2020	1/2/2020	Posted		admin	admin	122,950.00
----	--------------------------	---------	----------	--------	--	-------	-------	------------

Branch	Account	Subaccount	Ref. Number	Description	Debit	Credit
HEADOFFICE	20000		000030		0.00	122,950.00
SWEETEQUIP	20100		000030	Blade Holder V 1.2	800.00	0.00
SWEETEQUIP	20100		000030	Blade Holder V 2.0	1,800.00	0.00
SWEETEQUIP	20100		000030	Commercial citrus juicer with a production rate of 2 litres per minute	60,000.00	0.00
SWEETEQUIP	20100		000030	Commercial juicer with a production rate of 1.5 litres per minute	40,000.00	0.00
SWEETEQUIP	20100		000030	Containers for Juice	250.00	0.00
SWEETEQUIP	20100		000030	Feeder Basket	1,250.00	0.00
SWEETEQUIP	20100		000030	Front Cover with Outputs	1,300.00	0.00
SWEETEQUIP	20100		000030	Juice Tray Kit	500.00	0.00
SWEETEQUIP	20100		000030	Lower Plastic Pressing Wheels V 1.0 (2 Units)	1,000.00	0.00
SWEETEQUIP	20100		000030	Lower Plastic Pressing Wheels V 1.3 (2 Units)	1,225.00	0.00
SWEETEQUIP	20100		000030	Peel Ejector Kit	225.00	0.00
SWEETEQUIP	20100		000030	Pro series juicer with a production rate of 1 litre per minute	12,000.00	0.00
SWEETEQUIP	20100		000030	Upper Plastic Pressing Wheels V 4.0 (2 Units)	1,200.00	0.00
SWEETEQUIP	20100		000030	Upper Plastic Pressing Wheels V 4.3 (2 Units)	1,400.00	0.00
Batch Total:					122,950.00	122,950.00

AP	<a href="#">AP000030</a>	01-2020	1/23/2020	Posted		admin	admin	240.50
----	--------------------------	---------	-----------	--------	--	-------	-------	--------

Branch	Account	Subaccount	Ref. Number	Description	Debit	Credit
HEADOFFICE	20000		000029		0.00	240.50
HEADOFFICE	20100		000029	Fresh oranges 1 lb	240.50	0.00
Batch Total:					240.50	240.50

AP	<a href="#">AP000029</a>	01-2020	1/22/2020	Posted		admin	admin	114.50
----	--------------------------	---------	-----------	--------	--	-------	-------	--------

Branch	Account	Subaccount	Ref. Number	Description	Debit	Credit
HEADOFFICE	20000		000028		0.00	114.50
HEADOFFICE	20100		000028	Fresh apples 1 lb	114.50	0.00

# Lesson 7: Modifying the Report Style

---

## Learning Objectives

In this session, you will learn how to do the following:

- Change the style of an element in a report
- Change the style of number of reports

# Report Style: To Create and Apply a Style Template

---

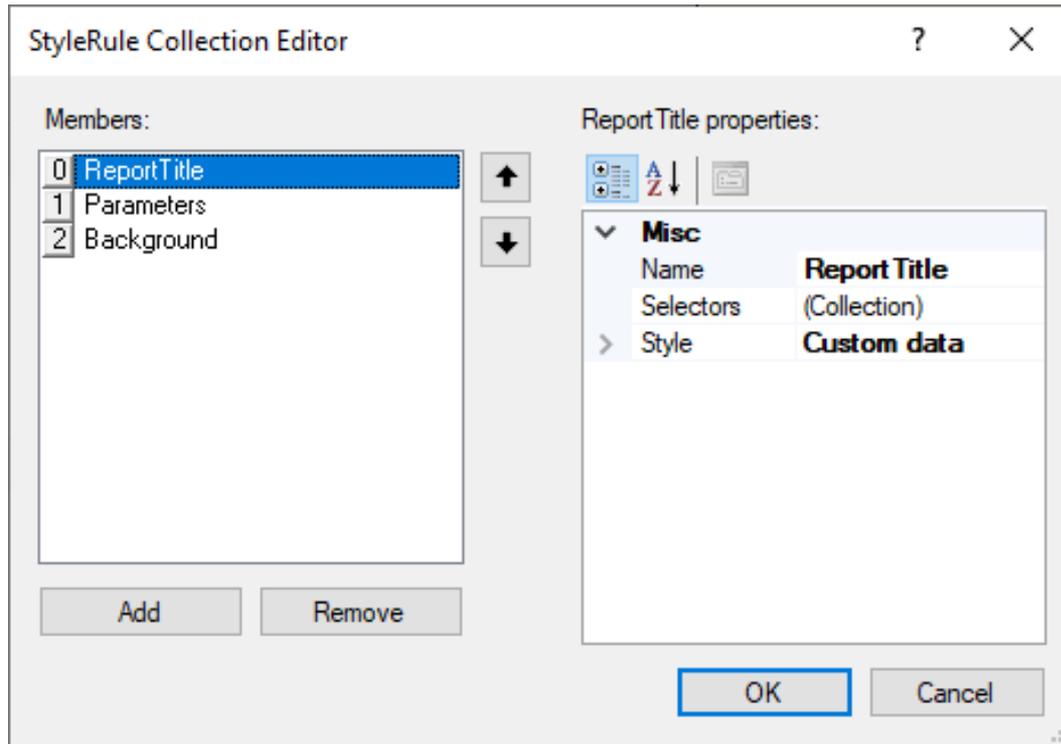
## *Story*

Suppose that you are a technical specialist in your company who is working on simple customizations. An accountant has asked you to implement new company standards for the reports in the Payables workspace. The standards are the following:

- Reports must have a light-blue background.
- For report titles, the following font must be used:
  - Type: Bold
  - Style: New Times Roman
  - Size: 12 px
  - Color: Blue
- For report parameters, the following font must be used:
  - Type: Italic
  - Style: Arial
  - Size: 10 px
  - Color: Black

You have decided to create a new style template based on the new standards. Then you can apply this style template to the reports in the **Payables** workspace.

## Figure: The list of styles specified in the StyleRule Collection Editor



# Figure: The AP Balance by Vendor (AP6325C1) report with the new style template applied

AP Balance by Vendor (Open Documents)			Financial	12-2020						Page:	1 of 4
Company/Branch: HEADOFFICE			Include Applications					Date:	12/16/2020	User:	admin admin
Vendor	Vendor Name										
ALLFRUITS	All Fruits Mall										
Account	Subaccount	Description									
20000		Accounts Payable									
Ref.	Applied To	Doc. Type	Vendor Ref.	Doc. Date	Entered	Posted	Closed	Description	Amount	Balance	
000049		BILL		2/20/2020	02-2020	02-2020			1,139.10	1,139.10	
									Account Documents Total:	1,139.10	
									Account Unrealized	0.00	
									Vendor Documents Total:	1,139.10	
									Vendor Unrealized	0.00	
BLUELINE	Blueline Advertisement										
Account	Subaccount	Description									
20000		Accounts Payable									
Ref.	Applied To	Doc. Type	Vendor Ref.	Doc. Date	Entered	Posted	Closed	Description	Amount	Balance	
000004		BILL		1/9/2020	01-2020	01-2020		Advertisement campaign	7,000.00	4,300.00	
	000004	CHECK		1/20/2020		01-2020			-2,500.00		
	000005	CHECK		1/29/2020		01-2020			-200.00		
000003		BILL		1/10/2020	01-2020	01-2020		Advertising services	5,500.00	5,500.00	
									Account Documents Total:	9,800.00	
									Account Unrealized	0.00	
									Vendor Documents Total:	9,800.00	
									Vendor Unrealized	0.00	
COMPULINK	Compulink and Co										
Account	Subaccount	Description									
13200		Deposit to Vendor									
Ref.	Applied To	Doc. Type	Vendor Ref.	Doc. Date	Entered	Posted	Closed	Description	Amount	Balance	
000025		PREPAY		1/15/2020	01-2020	01-2020		Prepayment for	-190.00	-190.00	
000041		PREPAY		8/28/2020	08-2020	08-2020		Prepayment for	0.00	-190.00	
	000024	CHECK		8/28/2020		08-2020			-190.00		
									Account Documents Total:	-380.00	
									Account Unrealized	0.00	

# Lesson 8: Developing Tabular Reports

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## Learning Objectives

In this session, you will learn how to create tabular reports in the Report Designer.

# Tabular Reports: To Create a Tabular Report

---

## *Story*

Suppose that you are a technical specialist in your company who is working on simple customizations. A sales manager has requested a report that shows the quantity of inventory items ordered by customers. You have looked through the reports in the **Sales Orders** workspace and suggested that the manager use [Sales Order Details by Customer](#) (SO611000) report. The sales manager said that the report should give salespeople the ability to compare the quantities of inventory items for different customers—that is, to display the quantities of an inventory item for different customers in the same row, with a separate row for each inventory item.

## Figure: The tabular report in design mode

[-] pageHeaderSection1

Sales Order Details by Customer	
Company	
User	

[-] groupHeaderSection1 (Header of group1)

Inventory Item	[=[BAccount.AcctCD]]
----------------	----------------------

[-] groupHeaderSection2 (Header of group2)

[=[SOLine.InventoryID]]	[= sum(isnull([SOLine.Op
-------------------------	--------------------------

[-] groupDetails

[-] groupFooterSection2 (Footer of group2)

[-] groupFooterSection3 (Footer of group2)

[-] groupFooterSection1 (Footer of group1)

Total	[= sum(isnull([SOLine.Op
-------	--------------------------

# Figure: The Sales Order Details by Customer (SO6110C1) tabular report

## Sales Order Details by Customer

Company: Company      Start Date: 1/1/2020      Date: 12/7/2020 9:20 AM  
 User: Kimberly Gibbs      End Date: 12/7/2020      Page: 1 of 1

Inventory Item	COFFEESHOP	GOODFOOD	HMBAKERY	MORNINGCAF	RETSALE	TOMYUM
ORANGES	30.00	329.00	160.00		15.00	
APPLES	15.00	131.00	212.00			
APJAM08	77.00	86.00			5.00	
APJAM96			25.00			
LEMJAM96	8.00	15.00				
ORJAM08		40.00				
LEMONS	10.00					
INSTALL	1.00	2.00	1.00			1.00
JUICER15		1.00	1.00	1.00		
JUICER20C	1.00	1.00				1.00
ORJAM32	93.00	45.00				
PEARS		12.00				
<b>Total:</b>	235.00	662.00	399.00	1.00	20.00	2.00

# Lesson 9: Exporting Reports

---

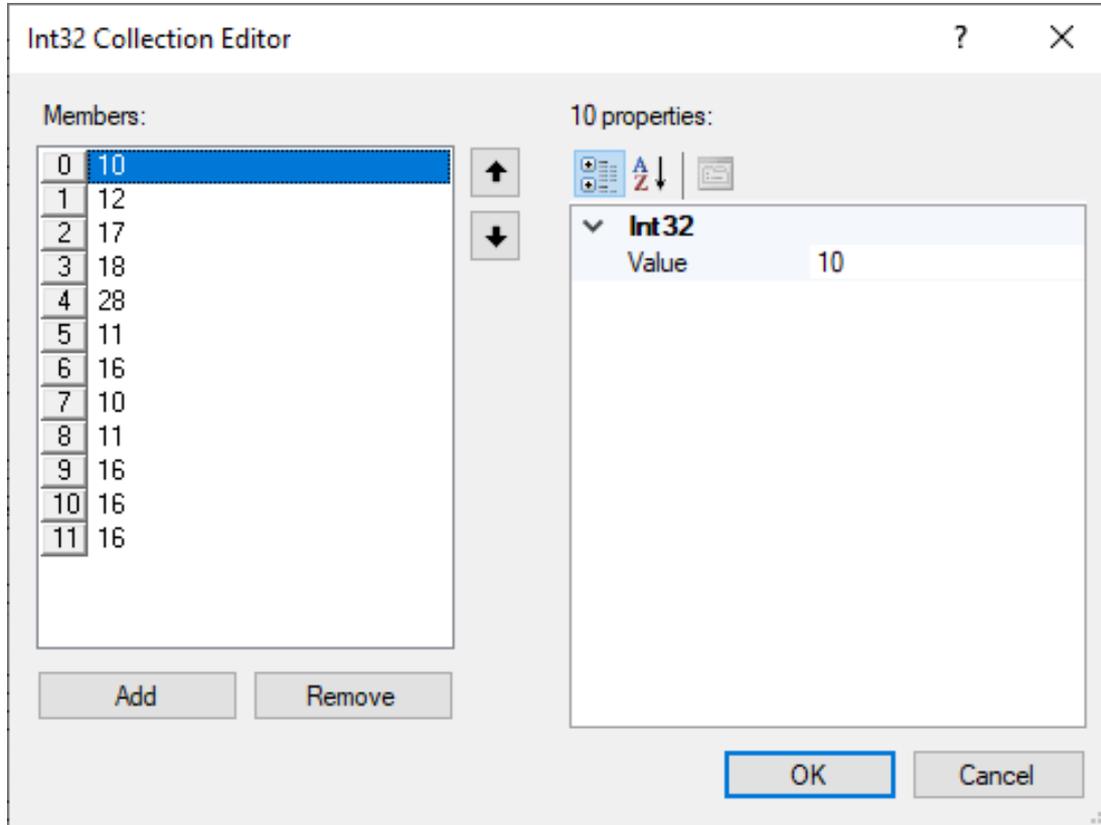
## Learning Objectives

In this session, you will learn how to export report results by using the Report Designer.

## Figure: Display of the Excel column grid for the report

pageHeaderSection1																							
<b>Sales Order Details by Customer</b>																							
Company:	2:1	[=Report.GetDefUI("AccessInf	2:2	Start D:	1:6	[=@DateFrom]	1:7	D:	2:11	[=N:	2:12												
User:	3:1	[=Report.GetDefUI("RowAcce	3:2	End D:	2:6	[=@DateTo]	2:7	P:	1:11	[=Pag	1:12												
pageHeaderSection2																							
Customer ID	1:2	Customer Name	1:3	Order	1:9	Open	1:10	Line	1:11	Open Am	1:12												
groupHeaderSection1 (Header of group1)																							
[=BAccount.AcctCD]	1:2	[=BAccount.AcctName]	1:3	[=Sum(isn	1:9	[=sum(is	1:10	[=sum(isnull(S	1:11	[=sum(isnull(S	1:12												
groupHeaderSection3 (Header of group1)																							
Type	1:1	Ref. Nbr.	1:2	Curren	1:3	Status	1:4	Inventory	1:5	Subitem	1:6	Warehous	1:7	UOM	1:8	Order	1:9	Open	1:10	Line	1:11	Open Am	1:12
groupHeaderSection2 (Header of group2)																							
groupDetails																							
[=S00	1:1	[=S0Order	1:2	[=SOOr	1:3	[=S00	1:4	[=SOLine.InventoryID]	1:5	[=SOLine.Subiter	1:6	[=SOLine.S	1:7	[=SOLi	1:8	[=SOLine	1:9	[=SOLin	1:10	[=SOLine.Cur	1:11	[=SOLine.Cur	1:12
groupFooterSection2 (Footer of group2)																							
[='Total'+[S0Order.C												1:7	[=Sum(isn	1:9	[=sum(is	1:10	[=sum(isnull(S	1:11	[=sum(isnull(S	1:12			
groupFooterSection3 (Footer of group2)																							
groupFooterSection1 (Footer of group1)																							

## Figure: Use of the Int32 Collection Editor to adjust the exported columns and their width



# Report Export: To Export a Report as an XLS file

---

## *Story*

Suppose that you are a technical specialist in your company who is working on simple customizations. A sales manager of your company has requested the [Vendor Summary](#) (AP655000) report in XLS format. The sales manager plans to process the data further in Excel. You plan to use a copy of the report; after checking its settings, you will run the report and export it.

## Figure: The exported Vendor Summary (AP6550C4) report opened in Excel

1	Vendor Summary									
2	Company:	Company	Suppress Zero Balances							
3			Suppress Inactive Vendors					Date:	12/24/2020 5:00 AM	
4								User:	Kimberly Gibbs	
5	Vendor	Vendor Name	Status	Class	Terms	Currenc	Tax Zone	Phone	FAX	Current Balance
6	ALLFRUITS	All Fruits Mall	Active	DEFAULT	30D	USD		+1 914 853 4879		1 139,10
7	BLUELINE	Blueline Advertisement	Active	DEFAULT	30D	USD				9 800,00
8	FRONTSRC	Frontsource Ltd.	Active	DEFAULT	30D	USD	NYSTATE	+1-315-369-5428		215,00
9	JARCO	Jar Co.	Active	PRODUCT	30D	USD		+1-917-872-7120		1 168,00
10	KADESIGN	Karn Design Inc.	Active	SERVICE	30D	USD		11801		42 000,00
11	NYTAXDEP	NY State Department of Revenue	Active	TAXAGENCY	30D	USD				654,78
12	PRINTICO	Wingman Printing Company	Active	DEFAULT	30D	USD		+1 917 507 6103		1 423,00
13	SQUEEZO	Squeeze Inc.	Active	DEFAULT	30D	USD		+1 917 527 2103		1 150,00
14	STATOFFICE	Spectra Stationery Office	Active	PRODUCT	30D	USD		+1 917 766 1390		619,00
15	STONEC	Cornerstone Concrete	Active	SUBCON	30D	USD				45 000,00
16	SUNDW	Sundance Drywall Company	Active	SUBCON	30D	USD		415-285-6671		5 555,00
17	SUNTECH	Suntech Concrete	Active	SUBCON	30D	USD				100 962,00
18										

# Lesson 10: Localizing Reports

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## Learning Objectives

In this session, you will learn how to localize a report in the Report Designer.

# Report Localization: To Localize a Report

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## *Story*

Suppose that you are a technical specialist in your company who is working on simple customizations. A sales manager of your company has requested that you localize the predefined [Vendor Summary](#) (AP655000) report to the Italian language. You will localize a copy of the predefined report, starting with a test of the capability in which you localize the report header and table header.

# Figure: The localized AP6550C5 report

## Vendor Summary

Company: Company

Suppress Zero Balances  
Suppress Inactive Vendors

Page: 1 of 1  
Date: 25.12.2020 3:20  
User: Kimberly Gibbs

Vendor	Vendor Name	Status	Class	Terms	Currency	Tax Zone	Phone	FAX	Current Balance
<a href="#">ALLFRUITS</a>	All Fruits Mall	Active	DEFAULT	30D	USD		+1 914 853 4879		1 139,10
<a href="#">BLUELINE</a>	Blueline Advertisement	Active	DEFAULT	30D	USD				9 800,00
<a href="#">FRONTSRC</a>	Frontsource Ltd.	Active	DEFAULT	30D	USD	NYSTATE	+1-315-369-5428		215,00
<a href="#">JARCO</a>	Jar Co.	Active	PRODUCT	30D	USD		+1-917-872-7120		1 168,00
<a href="#">KADESIGN</a>	Kam Design Inc.	Active	SERVICE	30D	USD		11801		42 000,00
<a href="#">NYTAXDEP</a>	NY State Department of Revenue	Active	TAXAGENCY	30D	USD				654,78
<a href="#">PRINTICO</a>	Wingman Printing Company	Active	DEFAULT	30D	USD		+1 917 507 6103		1 423,00
<a href="#">SQUEEZO</a>	Squeezeo Inc.	Active	DEFAULT	30D	USD		+1 917 527 2103		1 150,00
<a href="#">STATOFFICE</a>	Spectra Stationery Office	Active	PRODUCT	30D	USD		+1 917 766 1390		619,00
<a href="#">STONEC</a>	Comerstone Concrete	Active	SUBCON	30D	USD				45 000,00
<a href="#">SUNDW</a>	Sundance Drywall Company	Active	SUBCON	30D	USD		415-285-6671		5 555,00
<a href="#">SUNTECH</a>	Suntech Concrete	Active	SUBCON	30D	USD				100 962,00

Your feedback is appreciated

<https://www.surveymonkey.com/r/OnlineTraining2021>



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# Thank you

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**Johans Saavedra**