



S150 Report Designer

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Timing and Agenda

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

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

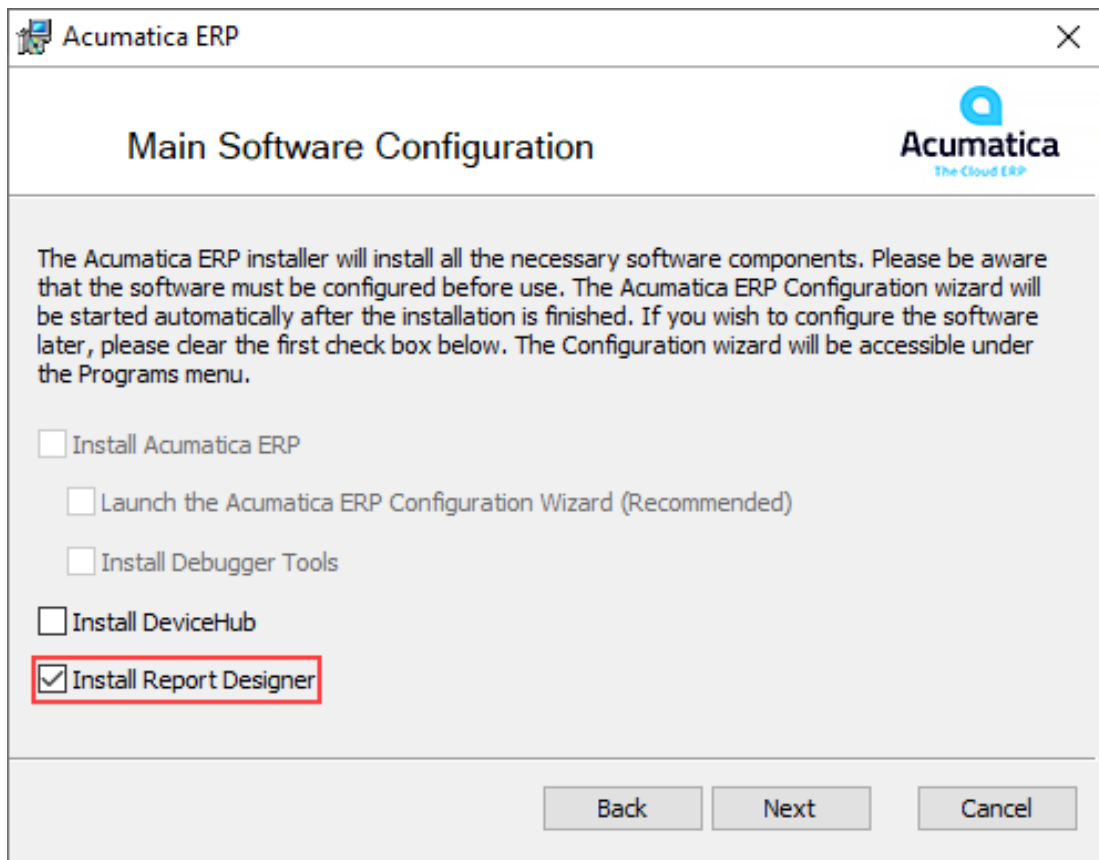
Lesson 1: Getting Started with the Report Designer

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

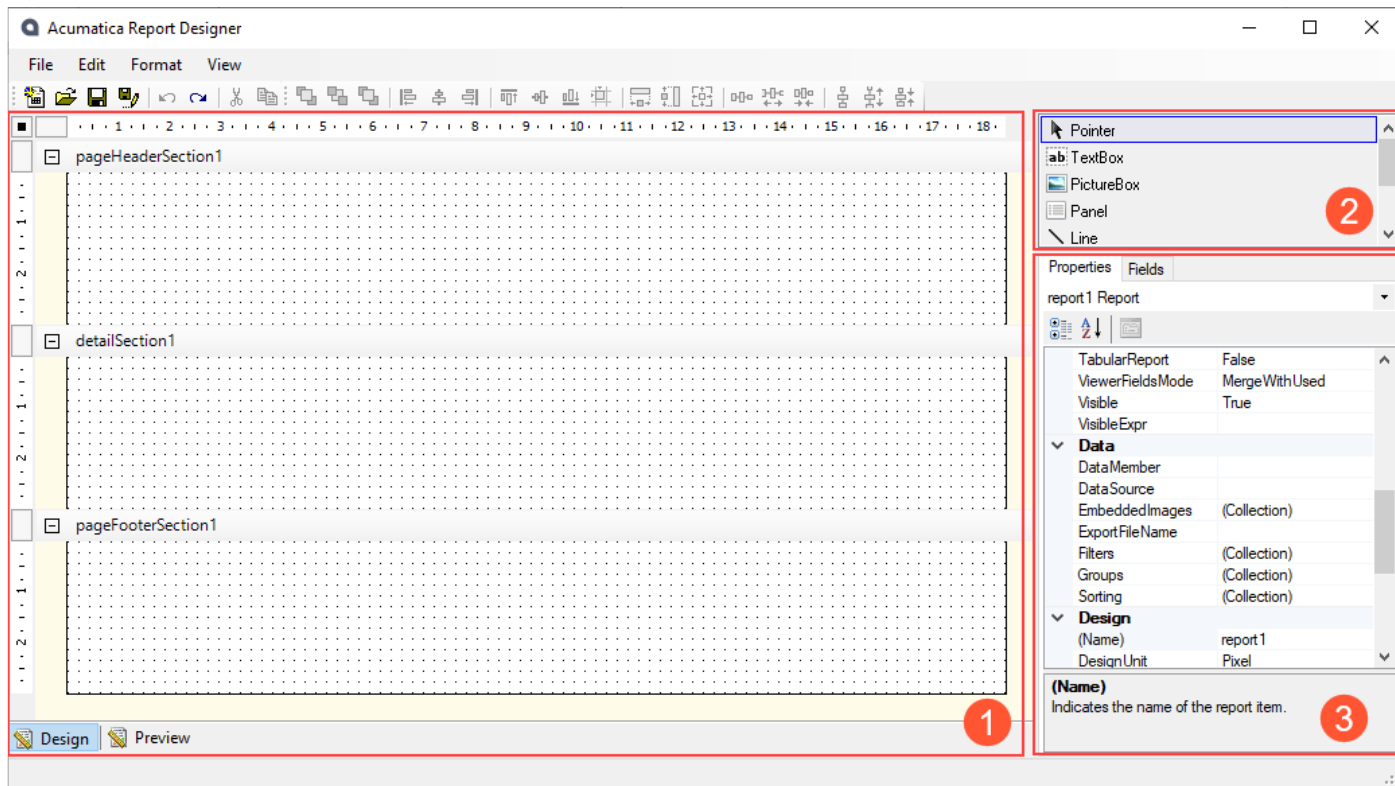


The Acumatica ERP installer will install all the necessary software components. Please be aware that the software must be configured before use. The Acumatica ERP Configuration wizard will be started automatically after the installation is finished. If you wish to configure the software later, please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

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

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

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

Schema Builder

Tables Relationships Parameters Filters Sorting And Grouping Viewer Fields

Enter Web service URL to load WSDL document : Login : Password :

Select report tables: Search:

☒ AccessInfoNotification
Account (PX.Objects.GL.Account)
Account (PX.Objects.GL.ADL.Account)
AccountByPeriodFilter
AccountByYearFilter
AccountClass
AccountFilter
AccountsPreloadFilter
AccountValidationRules
ActionDescriptionInsertModel
Actions
ActivationSettingsFilter
ActiveDirectoryGroup
ActiveSchedule
AddBillFilter
AddedMobileSiteMapScreen
AddInvoiceFilter
AddItemFilter (PX.Objects.AP.AddItemFilter)
AddItemFilter (PX.Objects.AR.AddItemFilter)
AddItemParameters (PX.Objects.AP.AddItemParameters)
AddItemParameters (PX.Objects.AR.AddItemParameters)
AdditionalAttributes
Address
AddressValidatorPlugin
AddressValidatorPluginDetail
AddSharedSecretModel
AddSOFilter
AddSqlAttributeFilter

> < <<

Refactor Refresh Refresh All

OK Cancel Apply

Figure: Sections of a report layout

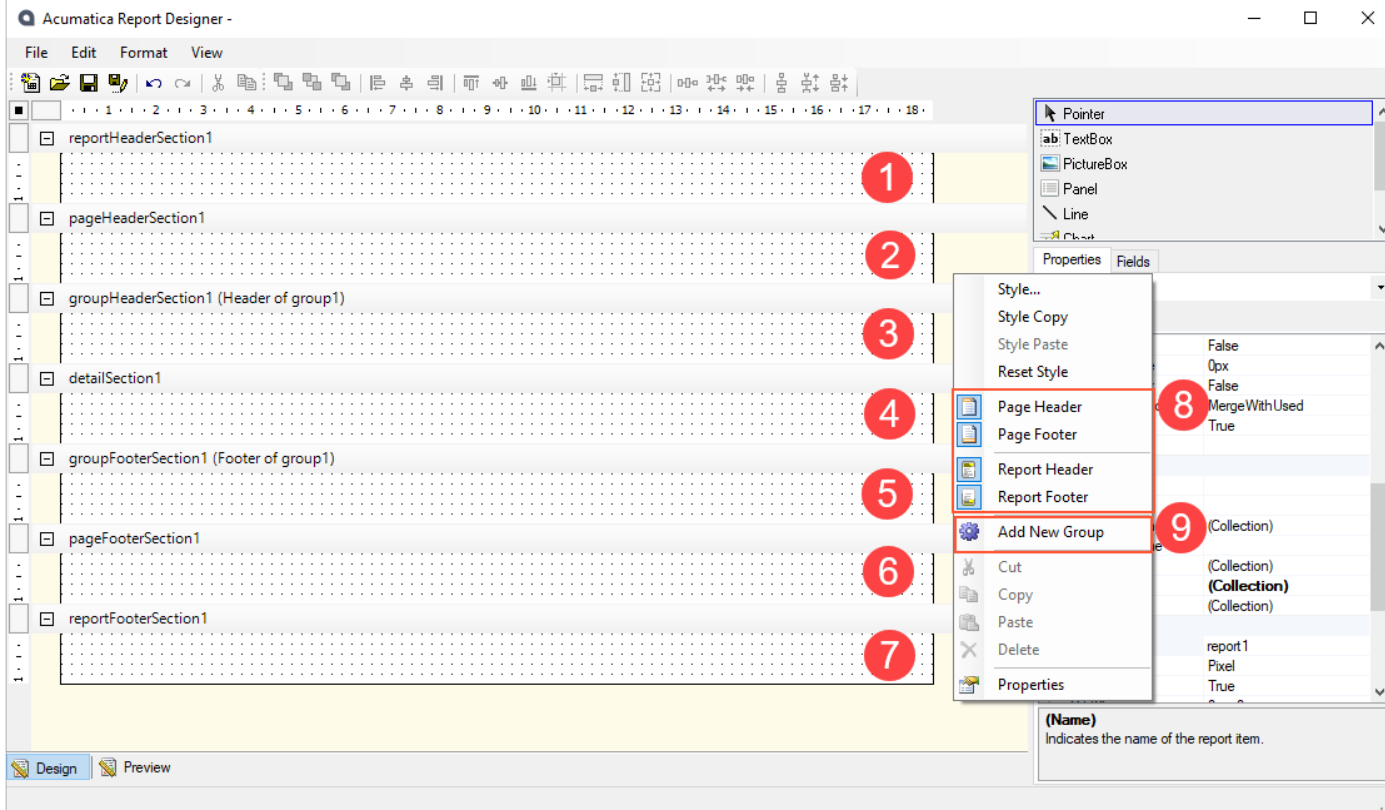


Figure: Deletion of a section

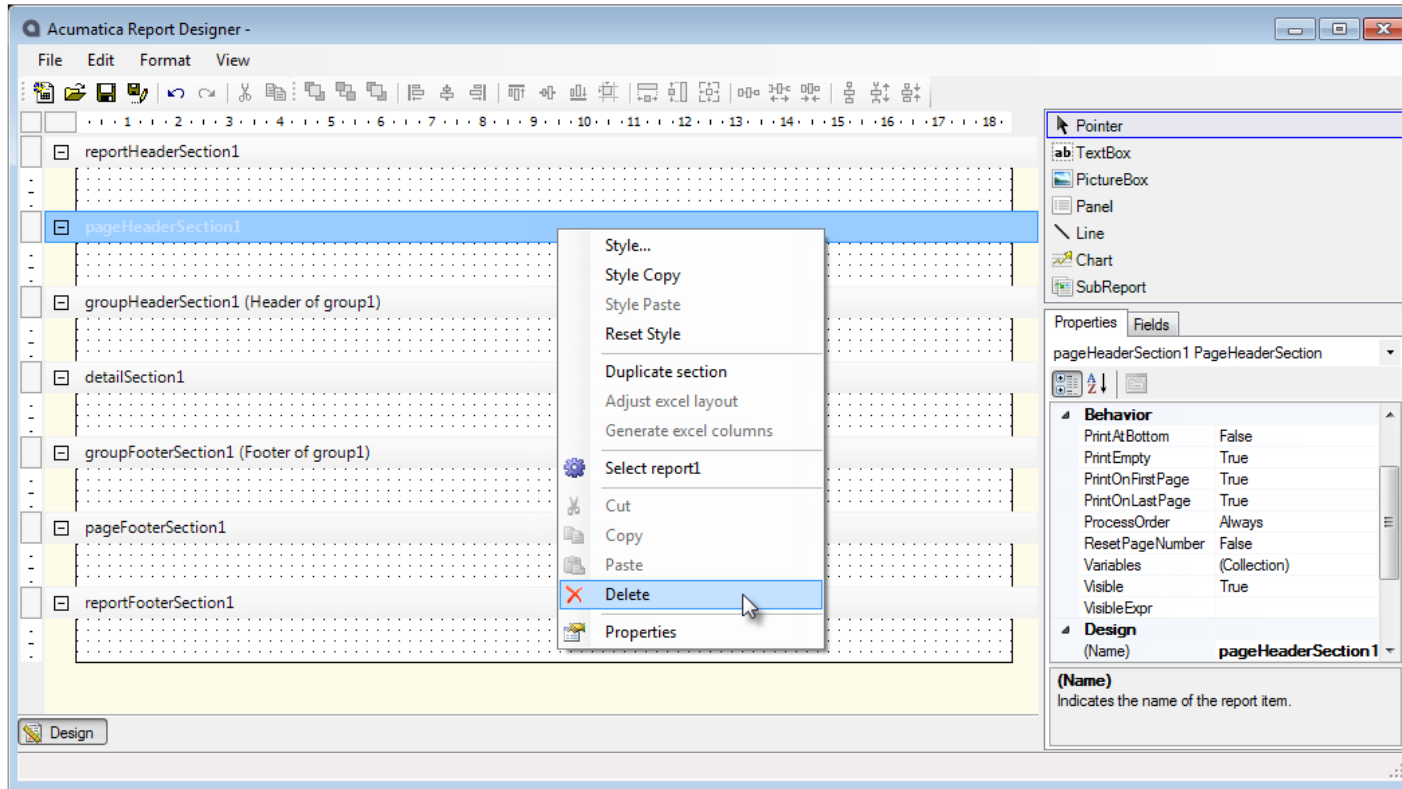


Figure: Saving of a report to the server

Save report on server ✕

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

Login :

Password :

Enter report name to save : **2**

Load reports list

Version description : **3**

☐ Save as new version

OK Cancel

Report Creation: To Create a Report Based on One DAC

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

[-] detailSection1

[={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

[-] detailSection1

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

Lesson 3: Filling a Report with Content

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

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 :

	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:

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

SHIP TO:

341 E 138th St
New York NY 10454
United States of America

CUSTOMER REF. NBR.

TERMS

30 Days

CONTACT

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

Page: 1 of 1

Report Content: To Add QR Codes to a 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 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: +1 212 667 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



Day 2

Report Content: To Embed an Image in a Report

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

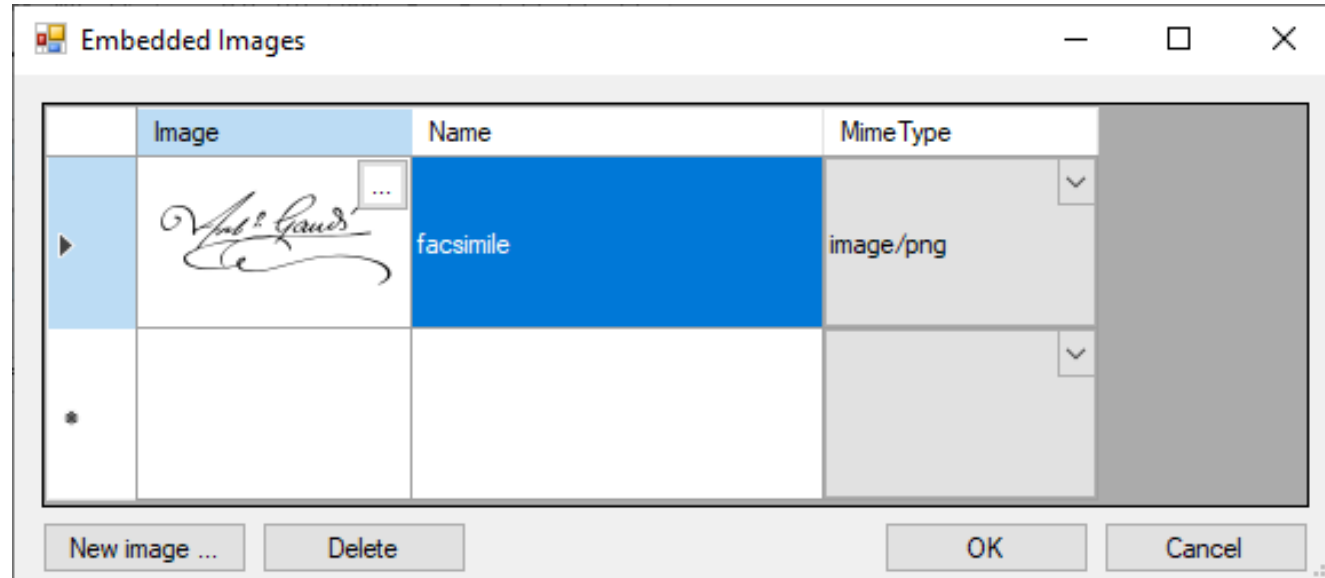


Figure: The Invoice/Memo (IN6410C2) report with the image added



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

BILL TO:

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

SHIP TO:


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



Page: 1 of 1

Report Content: To Add a Subreport

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

groupHeaderSection1 (Header of group1)

Change Order Reference Number

detailSection1

[=[PMChangeOrder.RefNbr]]

groupFooterSection1 (Footer of group1)

Figure: Report with subreport

pageHeaderSection1

Company: . . . [=[Report.GetDefUI('AccessInfo.CompanyName')]
User: . . . [=[Report.GetDefUI('RowAccessIn

Page: . . . [=[PageOf]]
Date: . . . [=[Now()]]

Project Profitability

Project	Description	Project Manager	Customer	Project Status	Currency	Income	Expense	Margin
---------	-------------	-----------------	----------	----------------	----------	--------	---------	--------

groupHeaderSection2 (Header of CurrencyGroup)

groupHeaderSection1 (Header of ProjectGroup)

[=[PMProject.Cont	[=[PMProject.Description]]	[=[PMProject.Approve	[=[PMProject.Customer	[=[PMProject.Statu	[=[PMProj	[=[SUM(If([PMAccount	[=[SUM(If([PMAccount	[=[SUM(If([PMAccount
-------------------	----------------------------	----------------------	-----------------------	--------------------	-----------	----------------------	----------------------	----------------------

subReport1

detailSection1

groupFooterSection1 (Footer of ProjectGroup)

groupFooterSection2 (Footer of CurrencyGroup)

[=[Total (' + [PMP	[=[SUM(If([PMAccount	[=[SUM(If([PMAccount	[=[SUM(If([PMAccount
--------------------	----------------------	----------------------	----------------------

pageFooterSection1

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
HMTRAINING	A training for employees	EP00000001	HIMBAKERY	Completed	USD	1,250.00	800.00	450.00
Change Order Reference Number								
000002								
000003								
Total (USD):						1,250.00	800.00	450.00

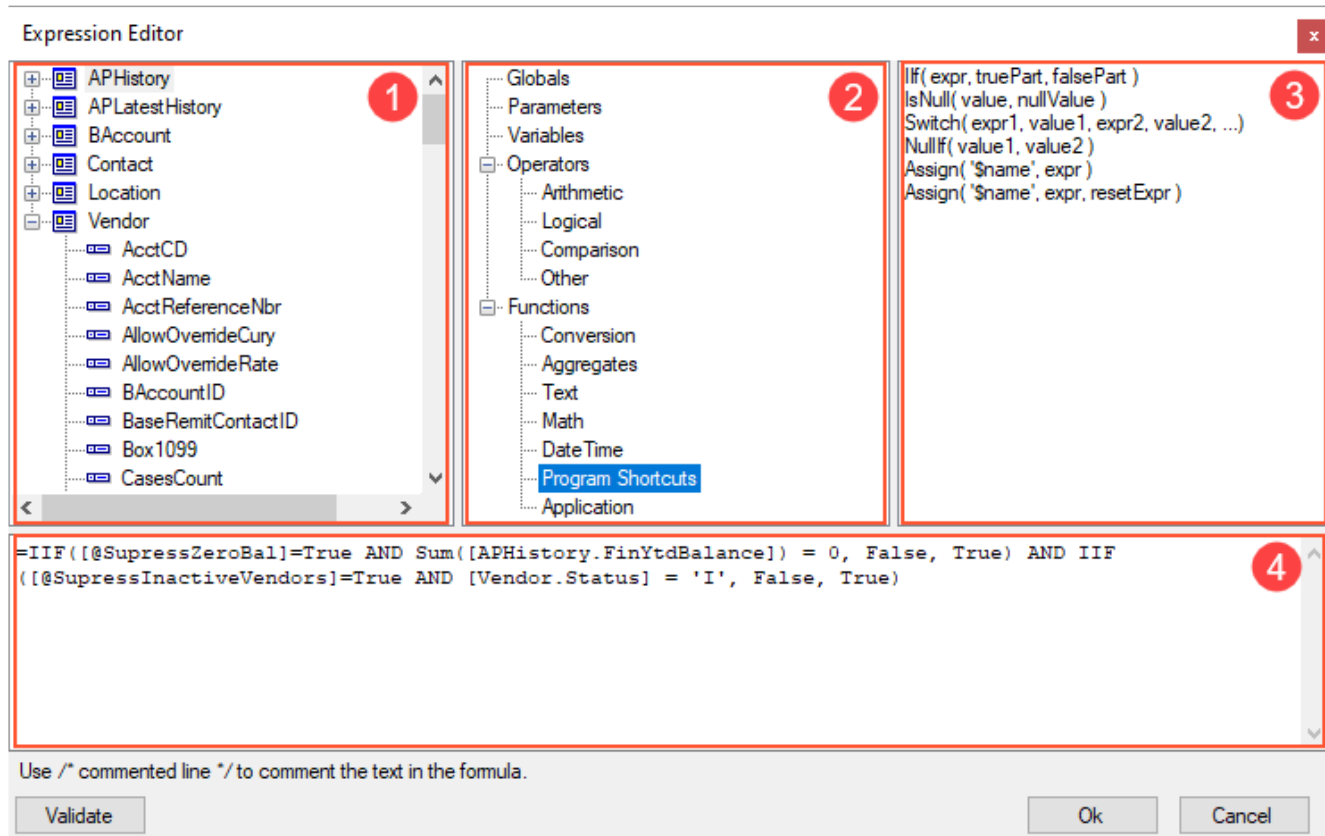
Lesson 4: Using Variables and Expressions

Learning Objectives

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

- Create a variable
- Specify an expression

Figure: Expression Editor



Variables and Expressions: To Add a Variable and an Expression

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

ReportVariable Collection Editor

Members:

0	IsGroup1Visible
1	Num

↑

↓

Add Remove

Num properties:

Behavior

Localizable	True
-------------	------

Misc

Name	Num
ProcessOrder	WhileRead
ResetExpr	
ResetGroup	NewGroup
ValueExpr	=\$Num + IIF(\$IsGroup1Visible, 1, 0) ...

OK Cancel

Figure: Report in design mode

[-] pageHeaderSection1

Vendor Summary		Suppress Zero Balances	Page: [PageOf]
Company: [=Report.GetDefUl("AccessInfo.C	Suppress Inactive Vendors		Date: [=Now()]
			User: [=Report.GetDefUl(

[-] pageHeaderSection2

Vendor	Vendor Name	Status	Terms	Currency	Tax Zone	Phone	FAX	Current Balance
--------	-------------	--------	-------	----------	----------	-------	-----	-----------------

[-] groupHeaderSection2 (Header of NewGroup)

Class	[=Vendor.Ven.]
-------	----------------

[-] groupHeaderSection1 (Header of group1)

[=\$Num]	[=BAccount.Acct]	[=Vendor.AcctName]	[=Vendor]	[=Vendor.Terms]	[=Vendor]	[=Location.VTa]	[=Contact.Phone1]	[=Contact.Fax]	[=sum([APHistory.FinYt]
----------	------------------	--------------------	-----------	-----------------	-----------	-----------------	-------------------	----------------	-------------------------

+ detailSection1

+ groupFooterSection1 (Footer of group1)

[-] groupFooterSection2 (Footer of NewGroup)

[=sum([APHistory.FinYt]

[-] pageFooterSection1

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

Lesson 5: Using Parameters and Filters

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

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
SupressInactiveVendors
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

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
ALLFRUITS	All Fruits Mall	Active	DEFAULT	30D	USD		+1 914 853 4879		1,139.10
BLUELINE	Blueline Advertisement	Active	DEFAULT	30D	USD				9,800.00
FRONTSRC	Frontsource Ltd.	Active	DEFAULT	30D	USD	NYSTATE	+1-315-369-5428		215.00
JARCO	Jar Co.	Active	PRODUCT	30D	USD		+1-917-872-7120		1,168.00
NYTAXDEP	NY State Department of Revenue	Active	TAXAGENCY	30D	USD				654.78
PRINTICO	Wingman Printing Company	Active	DEFAULT	30D	USD		+1 917 507 6103		1,423.00
SQUEEZO	Squeezeo Inc.	Active	DEFAULT	30D	USD		+1 917 527 2103		1,150.00
STATOFFICE	Spectra Stationery Office	Active	PRODUCT	30D	USD		+1 917 766 1390		619.00
TRANSIT	Wheels Transit Company	Active	DEFAULT	30D	USD		+1 917 322 7845		15.00

Parameters and Filters: To Define Filters

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
JARCO	Jar Co.	Active	PRODUCT	30D	USD		+1-917-872-7120		1,168.00
STATOFFICE	Spectra Stationery Office	Active	PRODUCT	30D	USD		+1 917 766 1390		619.00



Day 3

Lesson 6: Sorting and Grouping Data

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

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
group1

Grouping Field Formula

	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		Suppress Zero Balances		Page: 1 of 1				
Company:	Company	Suppress Inactive Vendors		Date: 11/20/2020 5:24 AM				
				User: admin admin				
Vendor	Vendor Name	Status	Terms	Currency	Tax Zone	Phone	FAX	Current Balance
Class	DEFAULT							
ALLFRUITS	All Fruits Mall	Active	30D	USD		+1 914 853 4879		1,139.10
BLUELINE	BlueLine Advertisement	Active	30D	USD				9,800.00
FRONTSRC	Frontsource Ltd.	Active	30D	USD	NYSTATE	+1-315-369-5428		215.00
PRINTICO	Wingman Printing Company	Active	30D	USD		+1 917 507 6103		1,423.00
SQUEEZO	Squeezeo Inc.	Active	30D	USD		+1 917 527 2103		1,150.00
TRANSIT	Wheels Transit Company	Active	30D	USD		+1 917 322 7845		15.00
								13,742.10
Class	EMPHOURLY							0.00
Class	PRODUCT							
JARCO	Jar Co.	Active	30D	USD		+1-917-872-7120		1,168.00
STATOFFICE	Spectra Stationery Office	Active	30D	USD		+1 917 766 1390		619.00
								1,787.00
Class	TAXAGENCY							
NYTAXDEP	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

Ledger: ACTUAL

Page: 6 of 10

Company/Branch: HEADOFFICE

From Period: 01-2020

Date: 11/19/2020 8:55 AM

To Period: 11-2020

User: admin admin

Include Unposted Transactions

Module	Batch Number	Period	Entered Date	Status	Description	Created By	Last Modified By	Control Total
AP	AP000040	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	AP000031	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	AP000030	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	AP000029	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

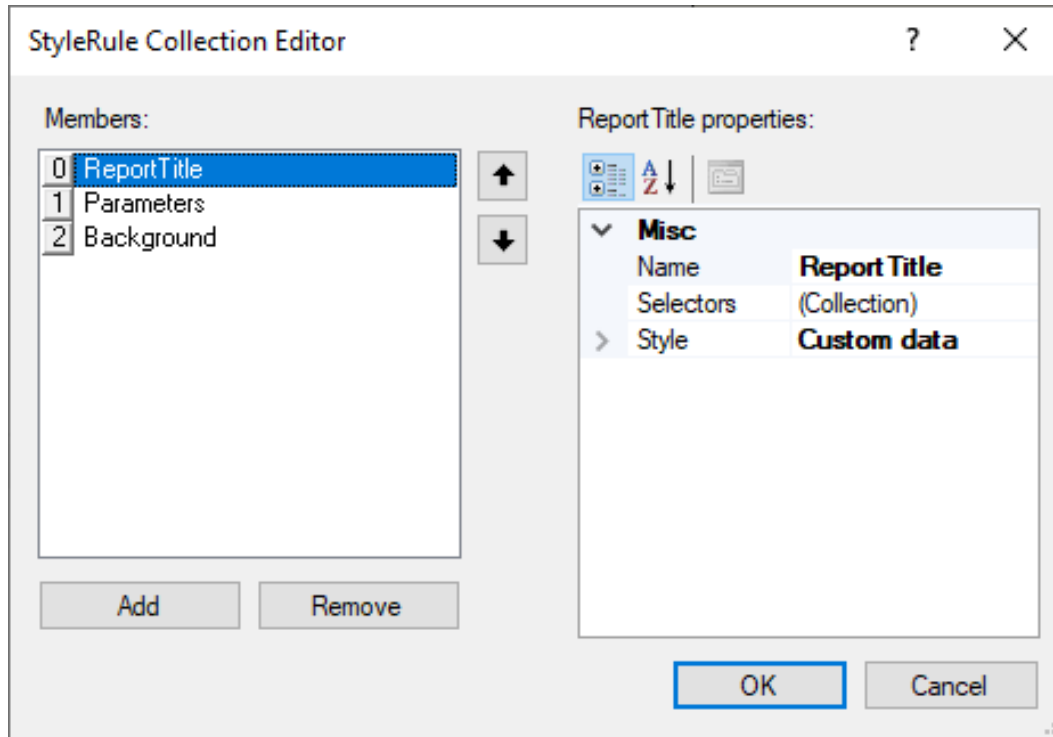


Figure: The AP Balance by Vendor (AP6325C1) report with the new style template applied

AP Balance by Vendor (Open Documents)

Financial

12-2020

Page:

1 of 4

Date:

12/16/2020

User:

admin admin

Company/Branch:

HEADOFFICE

Include Applications

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

Comoulink 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

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				
Total:	235.00	662.00	399.00	1.00	20.00	2.00

Lesson 9: Exporting Reports

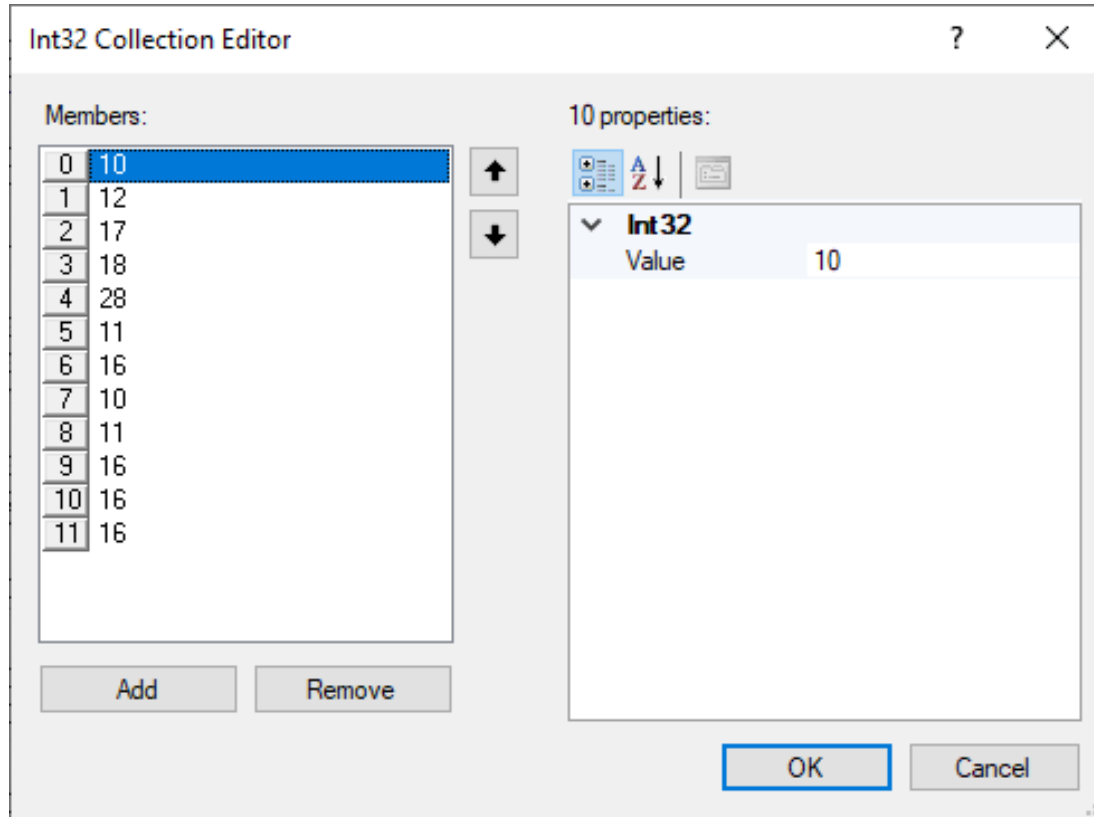
Learning Objectives

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	
	Sales Order Details by Customer	1:2
	Company:	2:1 [=Report.GetDefUI("AccessInf") 2:2 Start Da: 1:6 [=[@DateFrom]] 1:7 D: 2:11 [=No 2:12
	User:	3:1 [=Report.GetDefUI("RowAcce") 3:2 End Da: 2:6 [=[@DateTo]] 2:7 Ps: 1:11 [=Pag 1:12
	pageHeaderSection2	
	Customer ID	1:2 Customer Name 1:3 Order C: 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 Current 1:3 Status 1:4 Inventory 1:5 Subitem 1:6 Warehouse 1:7 UOM 1:8 Order C: 1:9 Open 1:10 Line 1:11 Open Am 1:12	
	groupHeaderSection2 (Header of group2)	
	groupDetails	
	[=SOO 1:1 [=SOOrder.C 1:2 [=SOOr 1:3 [=SOO 1:4 [=SOLine.InventoryID]] 1:5 [=SOLine.Subiter 1:6 [=SOLine.S 1:7 [=SOLI 1:8 [=SOLine 1:9 [=SOLin 1:10 [=SOLine.Cury 1:11 [=SOLine.Cury 1:12	
	groupFooterSection2 (Footer of group2)	
	[=Total'+[SOOrder.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

	A	B	C	D	E	F	G	H	I	J
1	Vendor Summary		Suppress Zero Balances							
2	Company:	Company	Suppress Inactive Vendors					Date:		12/24/2020 5:00 AM
3								User:		Kimberly Gibbs
4										
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

Learning Objectives

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

Report Localization: To Localize a Report

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

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Thank you

Johans Saavedra