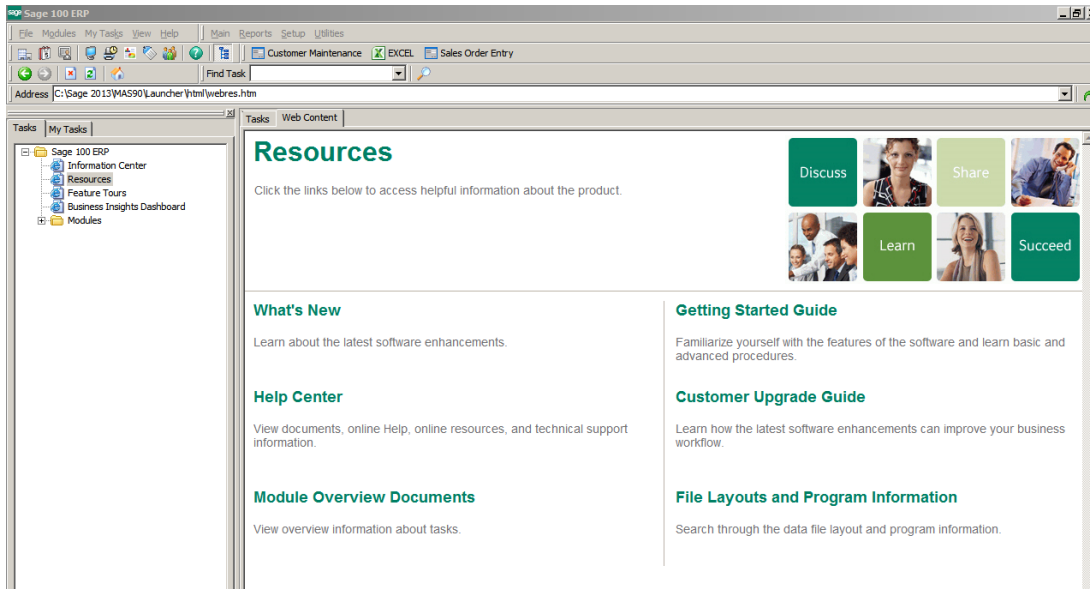
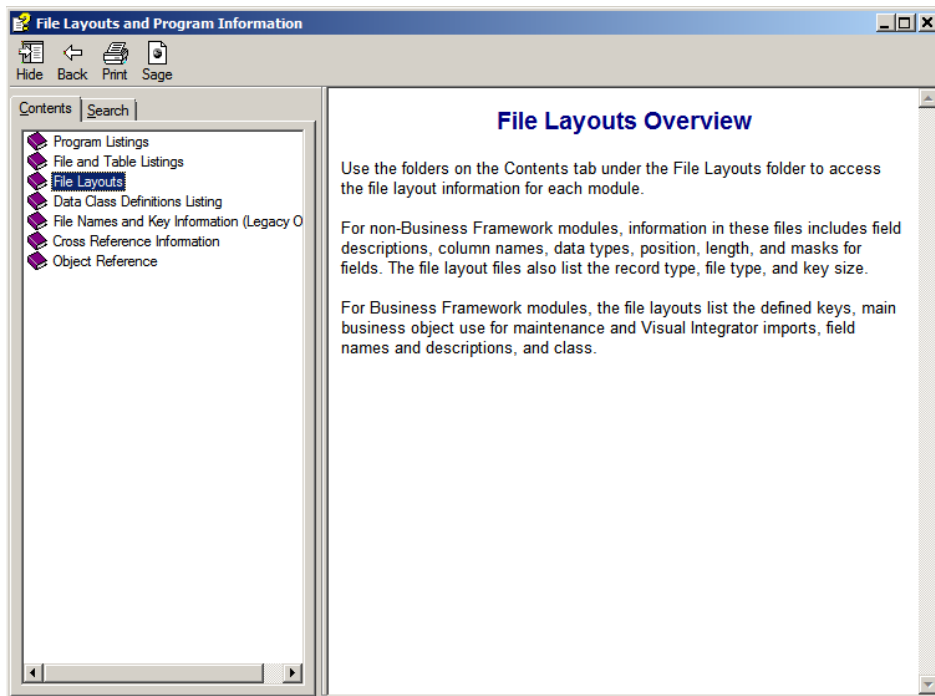


How to Create Your Own Crystal Report

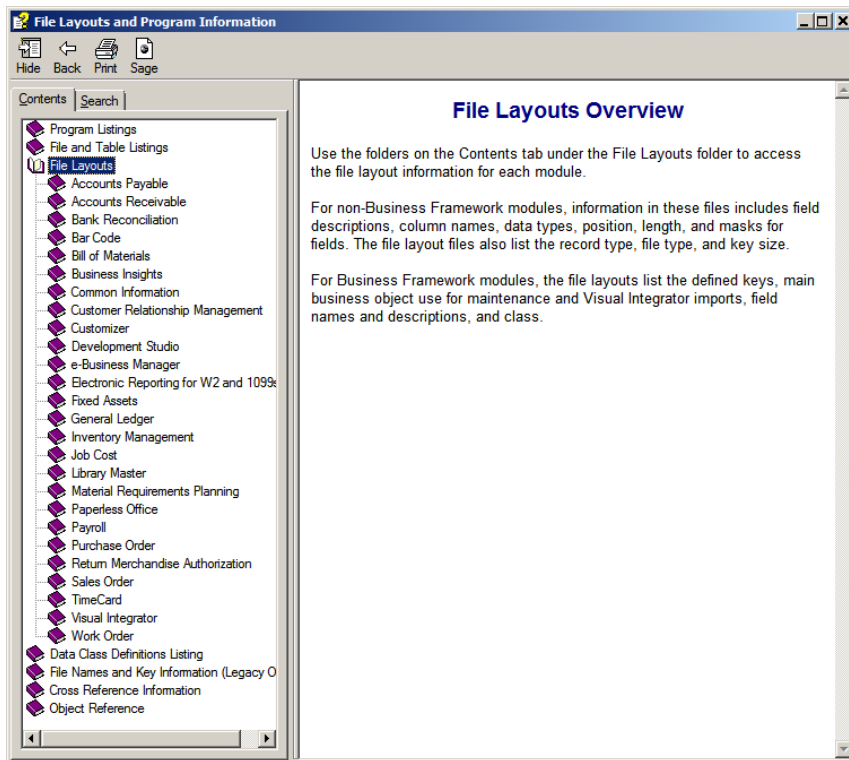
Step 1 – Figure out what table you need to use for your report. Click on Resources, then File Layouts and Program Information.



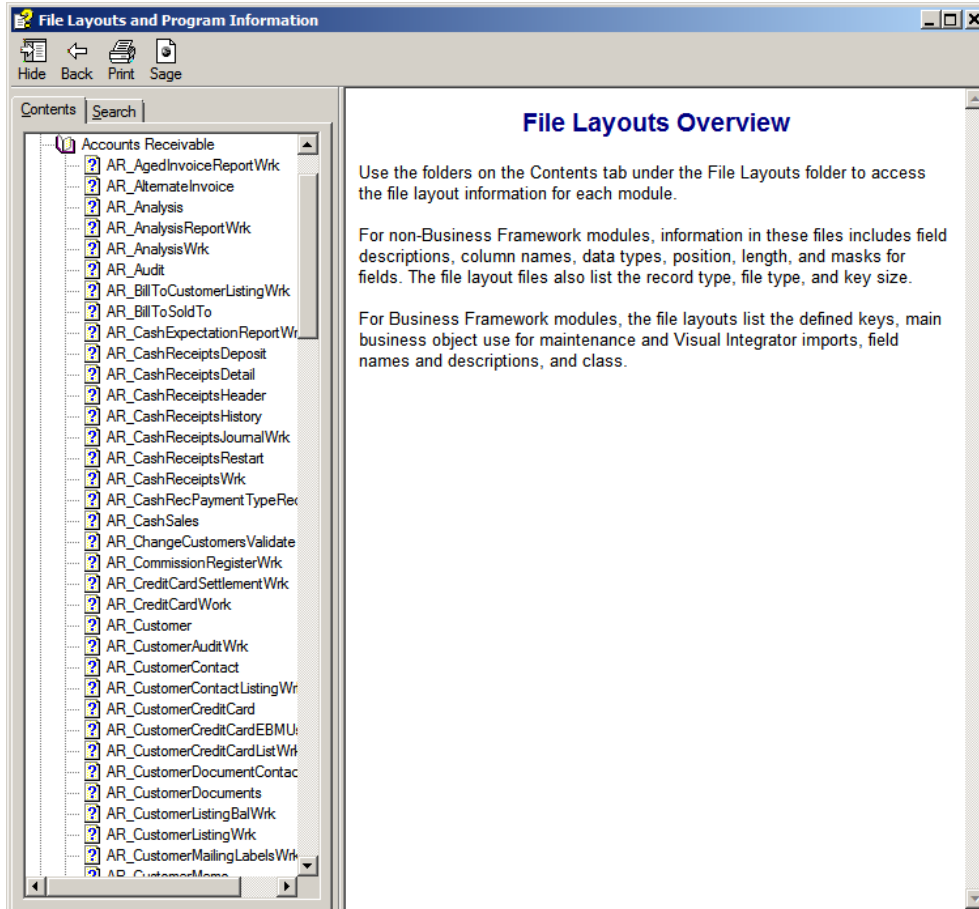
Click on File Layouts to see the available files.



Click on the module that you are using for your report.

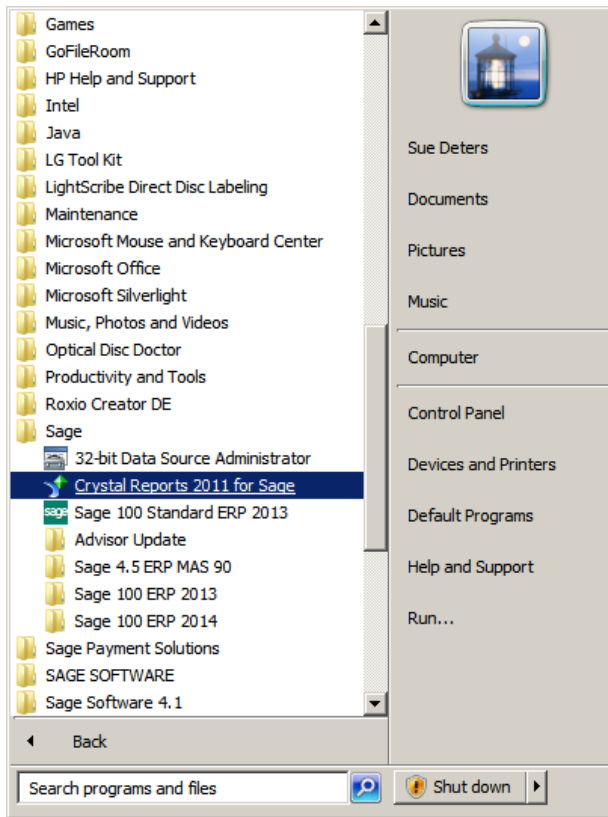


Choose the file or files to review to determine if they are the correct files for your report. DO NOT choose any file that has Wrk as part of the file name. These are work files and are empty.

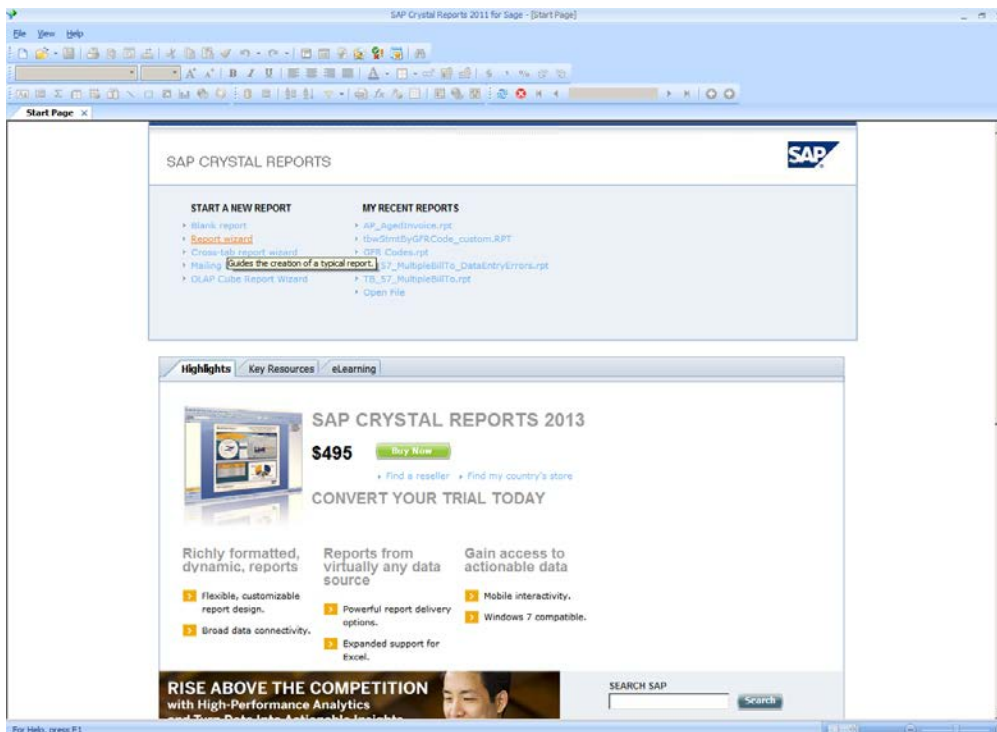


Open Crystal Reports for Sage.

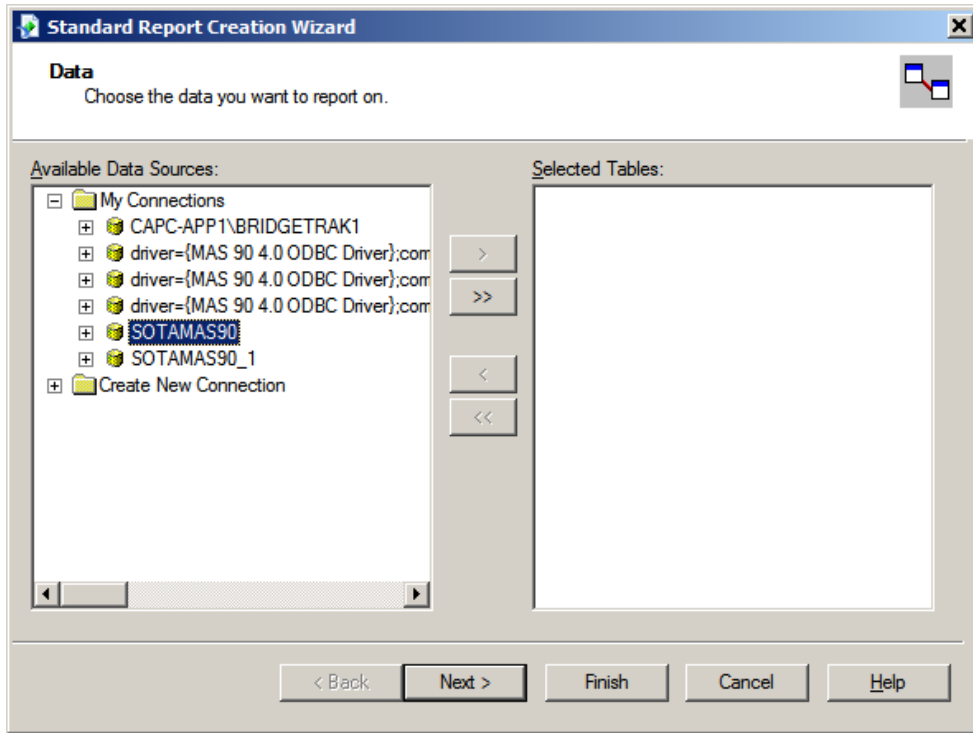
Note: Crystal Reports must be loaded on any workstation that will create or edit reports and forms. If the user will not be performing this function, then the full version of Crystal does not need to be loaded.



Click on Report Wizard.



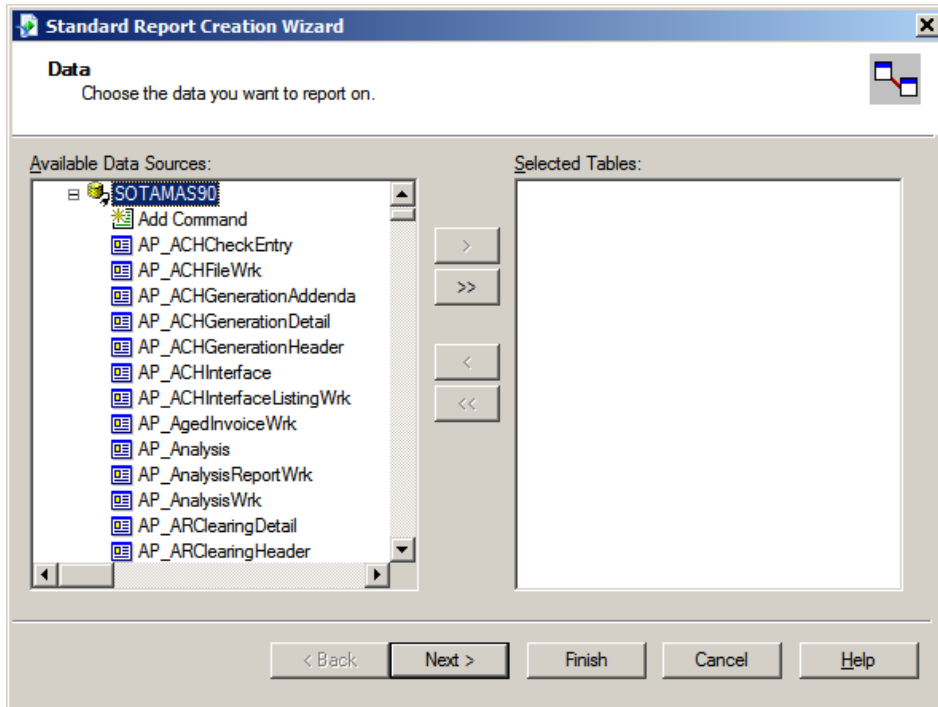
Choose SOTAMAS90 as you Data Source.



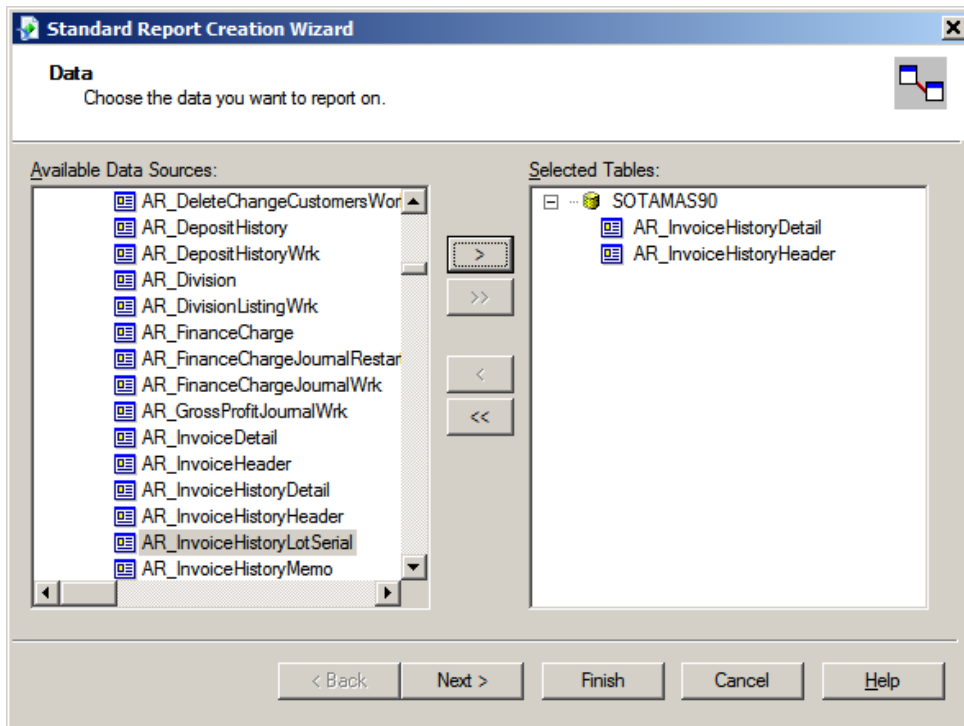
The system will prompt you to login.



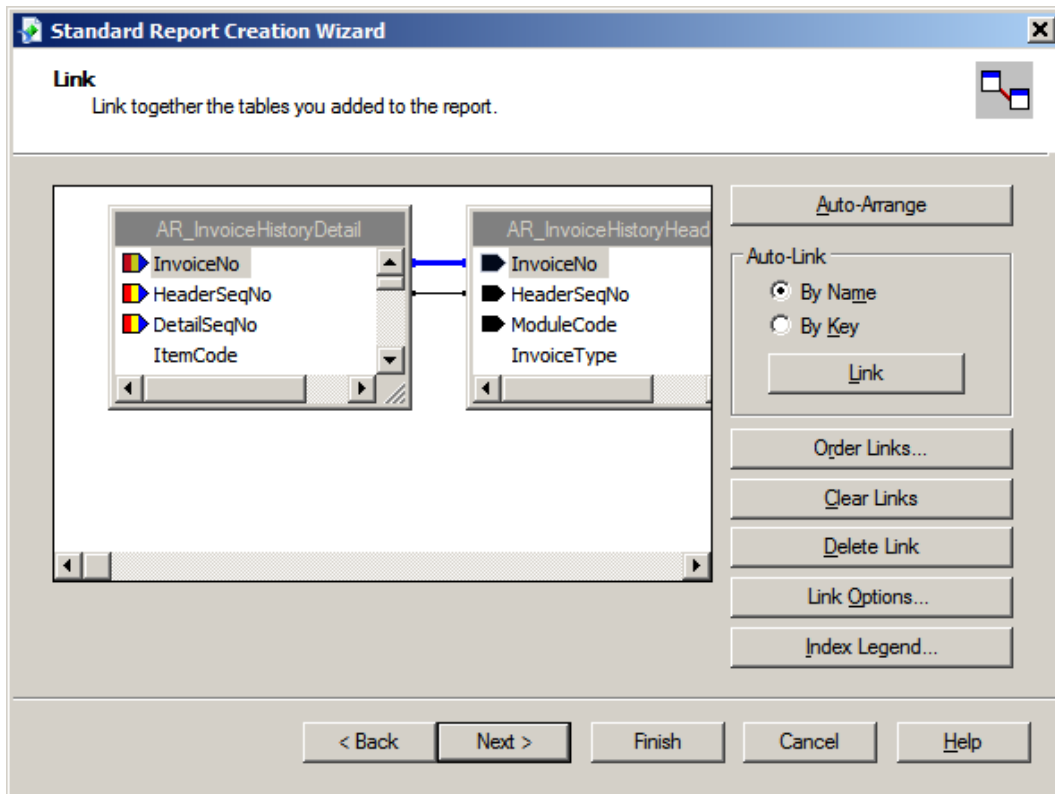
Then choose your table or tables from the Available Data Sources list.



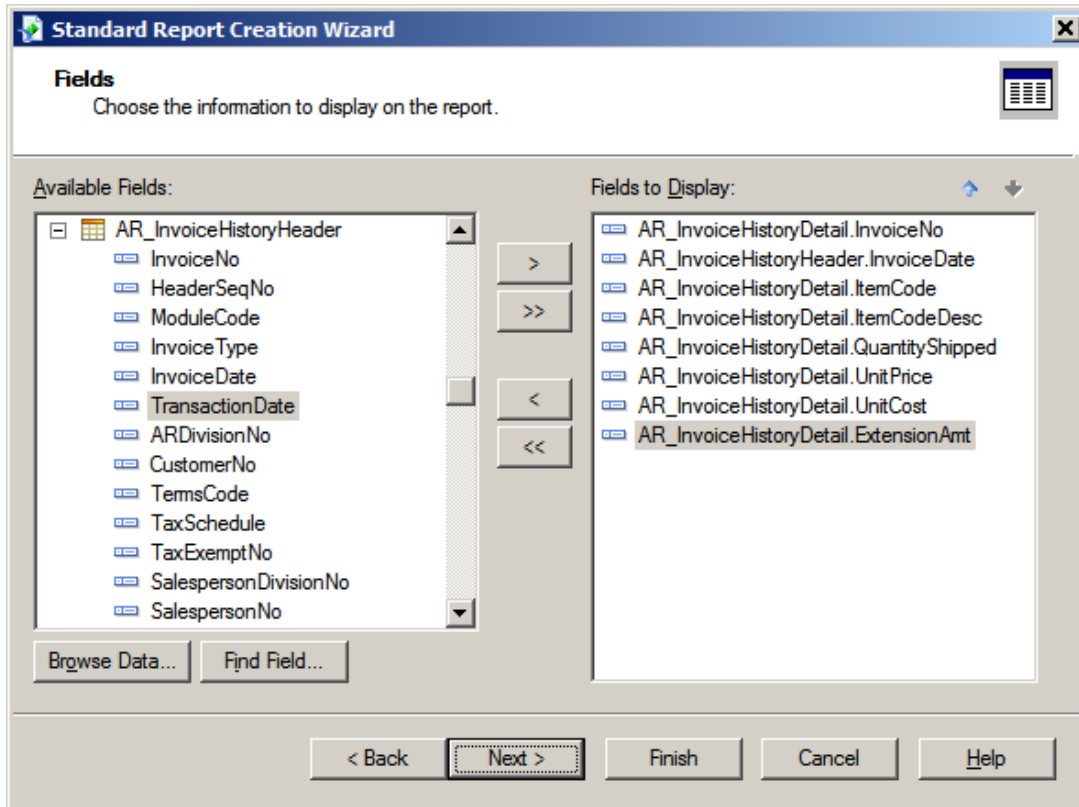
Once you have chosen your tables, click Next.



The system will automatically link the tables. Click Next.

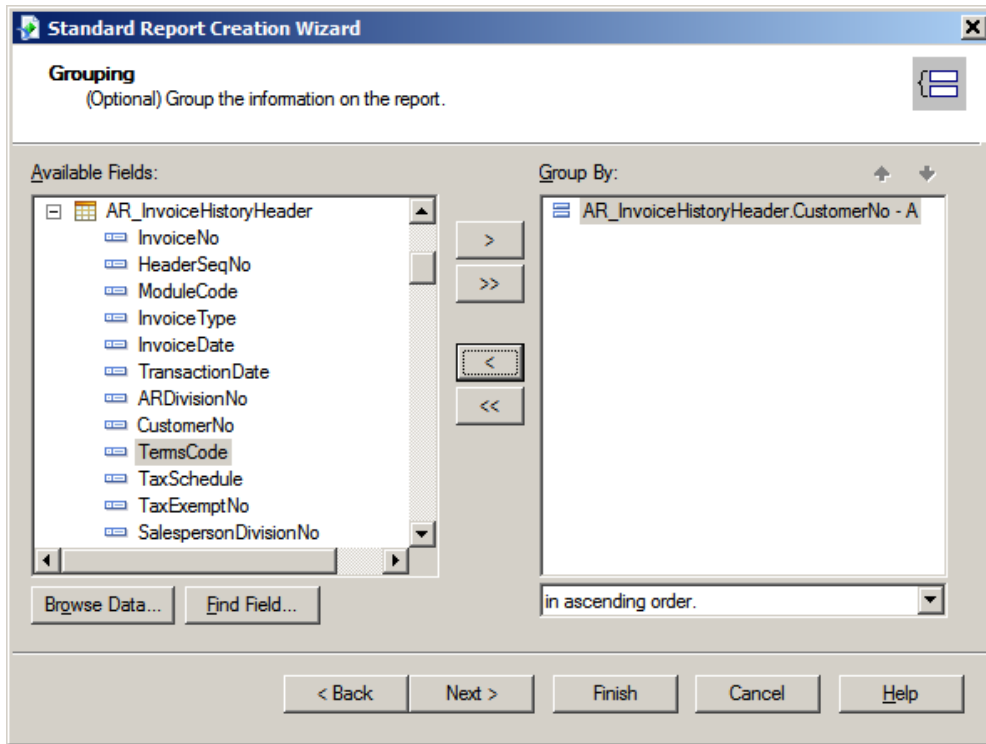


Select the fields that you would like included on your report.

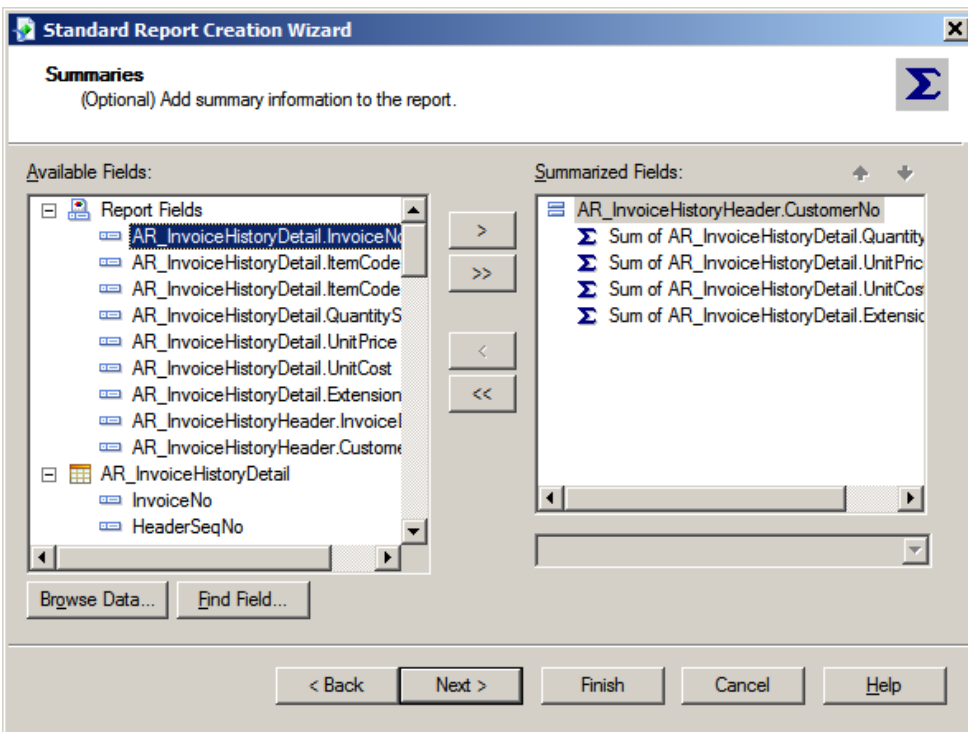


Select a Group.

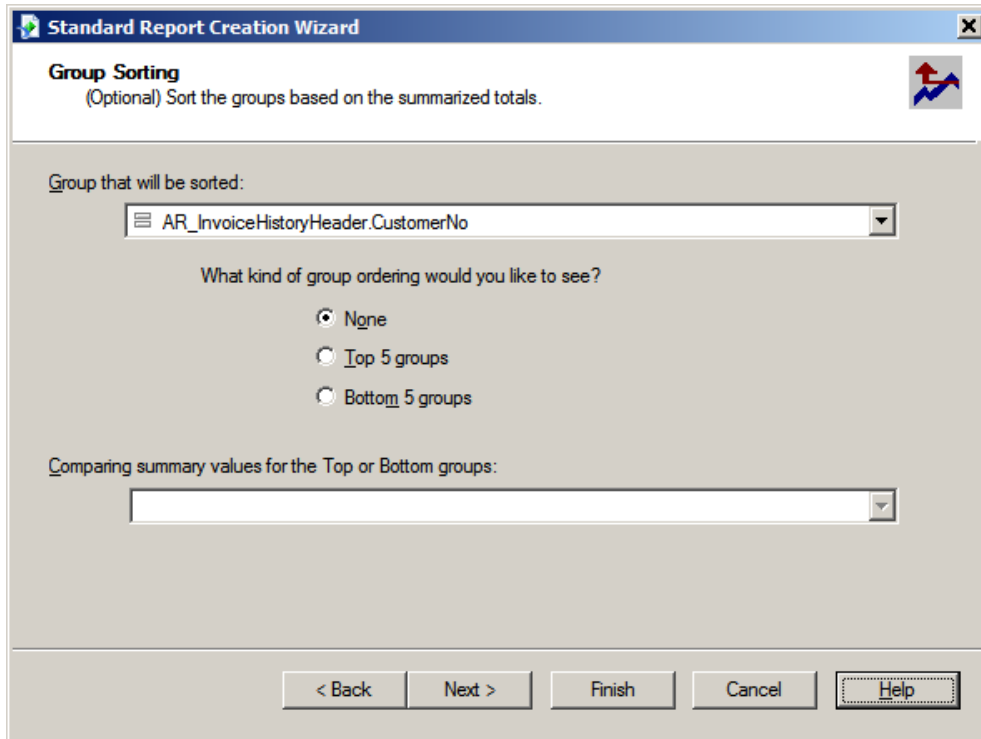
Note: This is Optional and can be added later.



On the Summary screen, remove any columns that do not need to be Summarized. Click Next.



Click Next on Group Sorting screen.



Standard Report Creation Wizard

Group Sorting
(Optional) Sort the groups based on the summarized totals.

Group that will be sorted:
AR_InvoiceHistoryHeader.CustomerNo

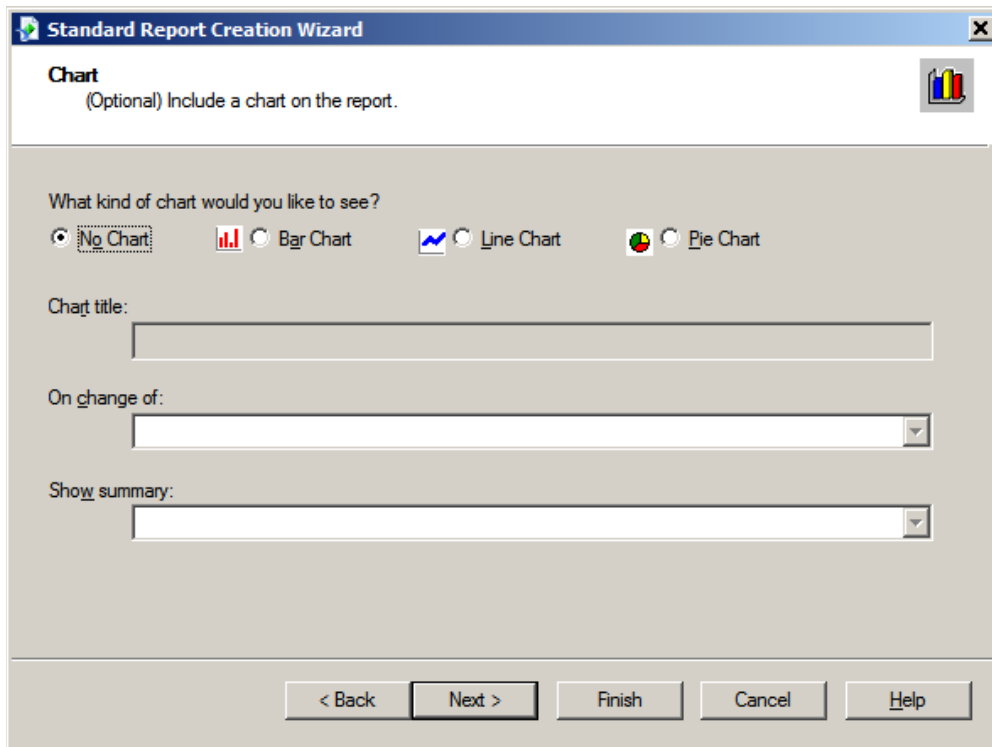
What kind of group ordering would you like to see?

None
 Top 5 groups
 Bottom 5 groups

Comparing summary values for the Top or Bottom groups:
[Empty dropdown menu]

< Back Next > Finish Cancel Help

Click Next on Chart screen.



Standard Report Creation Wizard

Chart
(Optional) Include a chart on the report.

What kind of chart would you like to see?

No Chart Bar Chart Line Chart Pie Chart

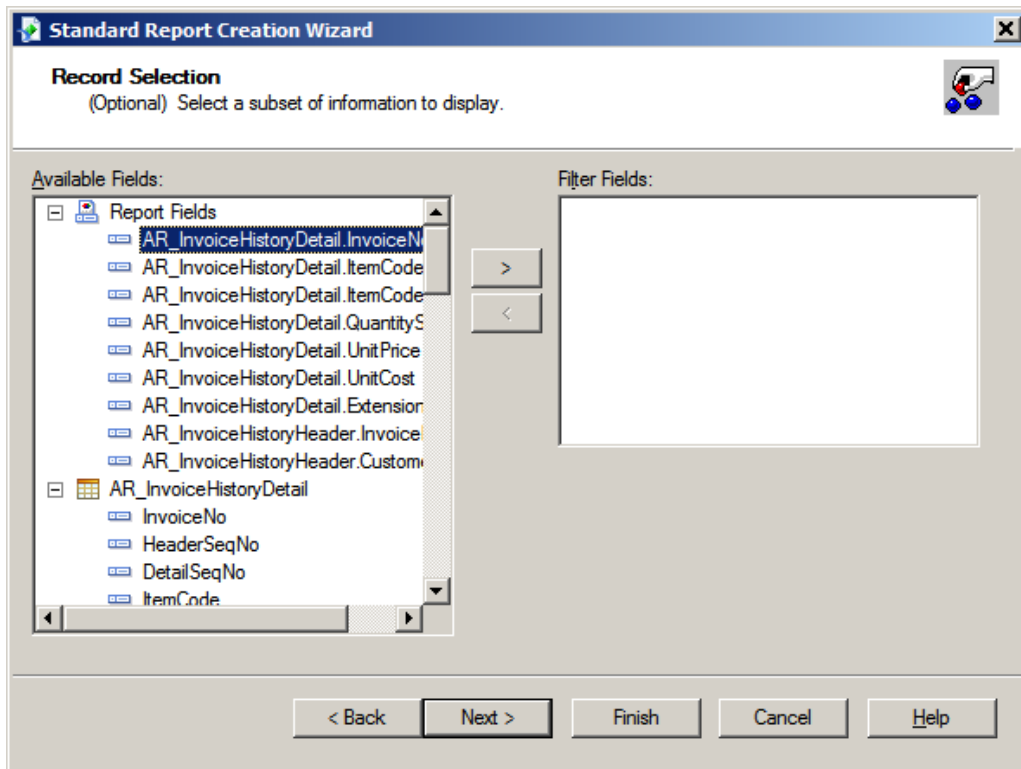
Chart title:
[Empty text box]

On change of:
[Empty dropdown menu]

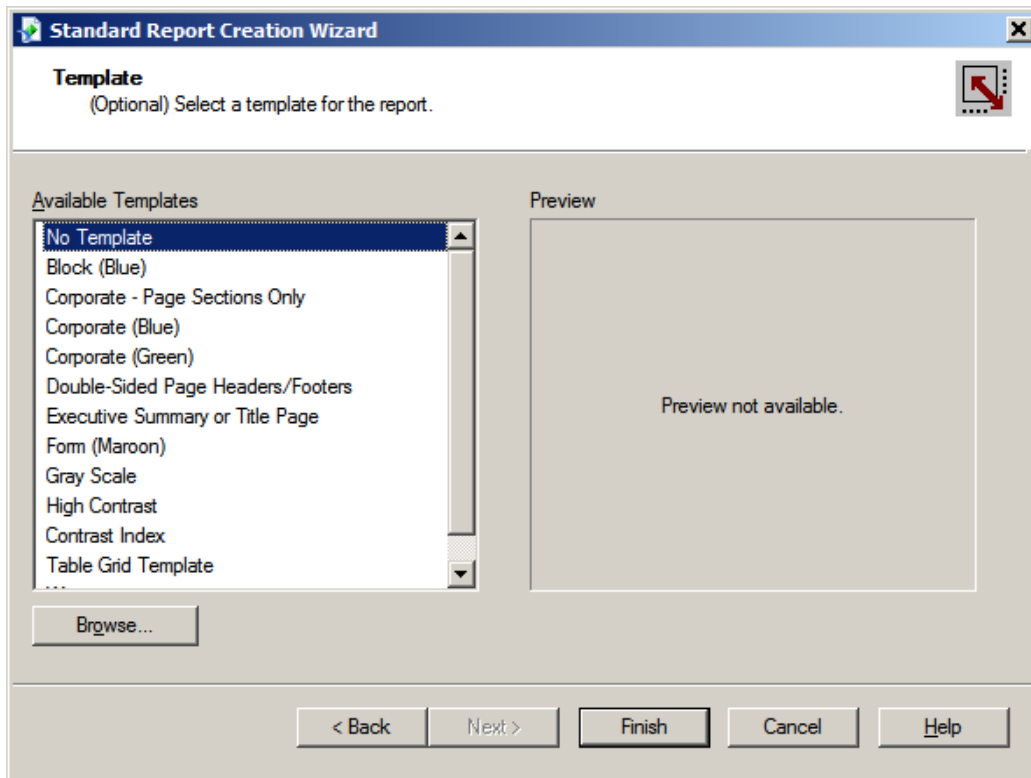
Show summary:
[Empty dropdown menu]

< Back Next > Finish Cancel Help

Click Next on Record Selection screen. We will cover this later in the report design.



Click Finish on the Template screen.



Your report will preview to the screen. Time for clean-up!

The screenshot shows the SAP Crystal Reports 2011 for Sage - [Report1] interface. The report is in Design view, showing a table of invoice items for the date 5/30/2014. The table has columns for CustomerNo, Invoice#, InvoiceD, ItemCode, ItemCodeDesc, QuantityShip, InitPrice, UnitCos, and ExtensionA. The data is grouped by CustomerNo (ABF, ALLENAP, AVNET) and further grouped by ItemCode. The report is displayed in a window titled 'Report1' with a 'Field Explorer' on the right side.

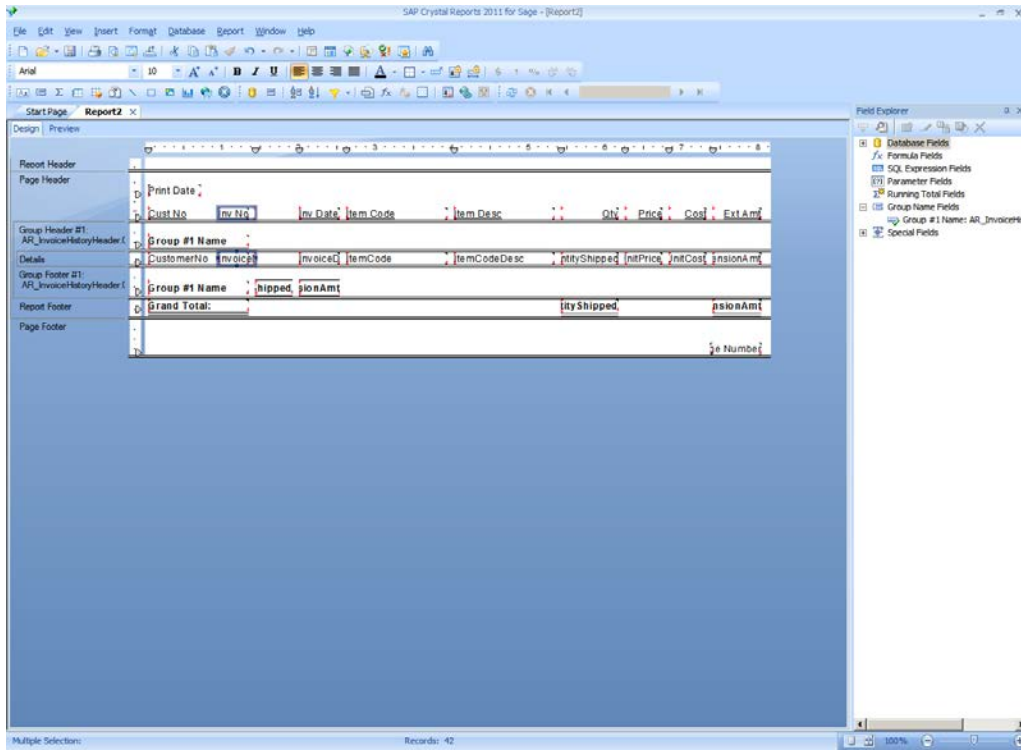
CustomerNo	Invoice#	InvoiceD	ItemCode	ItemCodeDesc	QuantityShip	InitPrice	UnitCos	ExtensionA
ABF	010005	3/1/2010	1001-HON-H252	HON 2 DRAWER LE	5.00	81.48	34.25	407.40
ABF	010004	5/30/2011	D1000-BBW/LIGHT	BOOK BIN W/FLUOR	1.00	130.00	65.00	130.00
ABF	010005	5/10/2011	1001-HON-H252	HON 2 DRAWER LE	-1.00	81.48	34.25	-81.48
ABF	010006	1/23/2011	1001-HON-H252	HON 2 DRAWER LE	5.00	70.00	34.25	350.00
ABF	010004	5/21/2011	/WIDGET	8" x 10" Widgets	3.00	55.25	27.50	165.75
ABF	010004	5/21/2011	/WDPACK	Widget 10 Pack	1.00	572.50	280.00	572.50
ABF	010004	5/21/2011	/200-DA	22" Widget with Hingi	1.00	88.00	25.00	88.00
ABF	010004	5/31/2011	2480-8-50	DESK FILE 8" CAP 5	1.00	33.20	15.45	33.20
ABF	010007	4/30/2011	1001-HON-H254	HON 4 DRAWER LE	5.00	127.07	83.44	635.35
ABF	010007	3/25/2011	1001-HON-H252LK	HON 2 DRAWER LE	1.00	87.00	37.15	87.00
ABF	020008	5/31/2011	/WIDGET	8" x 10" Widgets	-3.00	55.25	27.50	-165.75
ABF	010006	1/23/2011	1001-HON-H252	HON 2 DRAWER LE	1.00	60.00	34.25	60.00
ABF	010007	2/18/2011	1001-HON-H252	HON 2 DRAWER LE	1.00	100.00	34.25	100.00
ABF	010007	3/21/2011	1001-HON-H252	HON 2 DRAWER LE	1.00	84.00	34.25	84.00
ABF	010007	3/6/2014	1001-HON-H254	HON 4 DRAWER LE	1.00	131.00	83.43	131.00
ABF	010003	4/15/2011	6657-24-20-12		2.00	395.00	242.00	790.00
ABF	010003	5/15/2011	GB-MD791		1.00	#####	0.00	1,995.00
ABF	010003	5/15/2011	1001-HON-H252		4.00	79.80	34.06	319.20
ABF	010003	4/15/2011	2551-3-50		1.00	23.70	11.23	23.70
ABF	010003	4/15/2011	8972		80.00	2.80	0.98	224.24
ABF	010003	5/16/2011	8971		-20.00	2.23	0.78	-44.66
ABF	010003	5/15/2011	GB-EL04MS-14		10.00	3.59	0.95	35.90
ABF	010003	4/15/2011	2481-5-50		2.00	18.95	7.98	37.91
ABF								103.00 5,978.26
ALLENAP								
ALLENAP	010007	3/20/2011	1001-HON-H254LK	HON 4 DRAWER LE	10.00	125.55	87.10	1,255.50
ALLENAP	010006	12/2/2011	1001-HON-H252	HON 2 DRAWER LE	1.00	84.00	34.25	84.00
ALLENAP								11.00 1,339.50
AVNET								
AVNET	010004	5/21/2011	/200-DA	22" Widget with Hingi	10.00	88.00	25.00	880.00
AVNET	010004	5/21/2011	/MCONTR	Monthly Maintenance	1.00	#####	0.00	1,000.00
AVNET	010004	5/21/2011	/WIDGET	8" x 10" Widgets	1.00	55.25	27.50	55.25
AVNET								12.00 1,935.25

Right click on Column Title, left click on Edit Text. Make changes to your text.

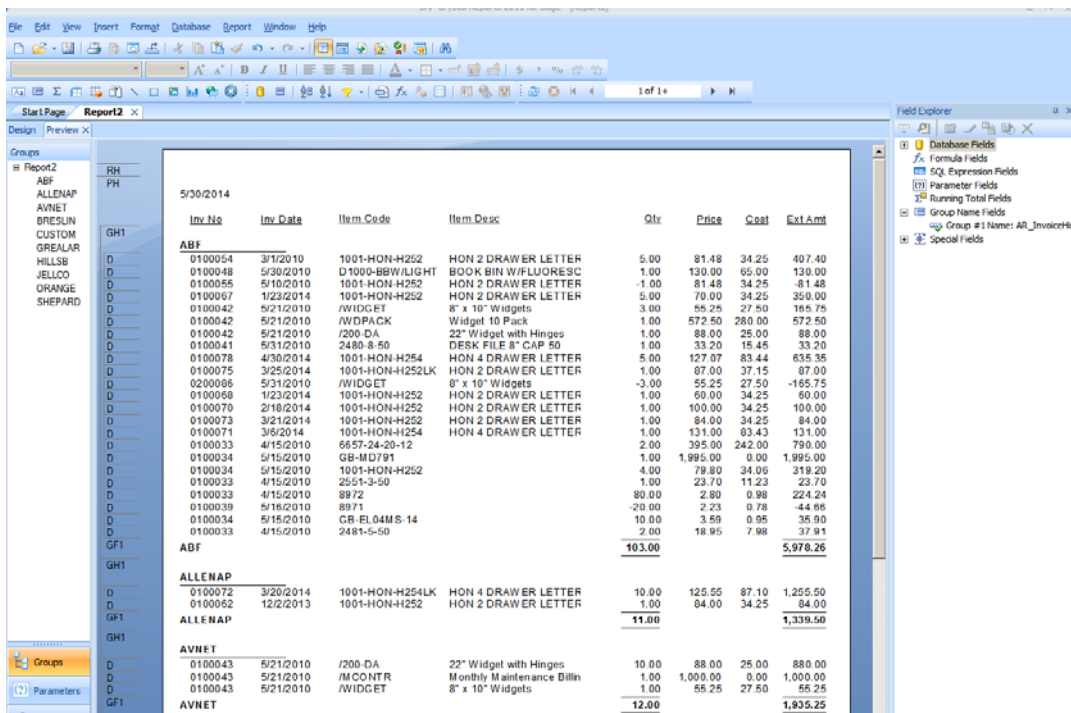
The screenshot shows the SAP Crystal Reports 2011 for Sage - [Report2] interface. The report is in Design view, showing a table of invoice items for the date 5/30/2014. The table has columns for CustNo, Inv No, Inv Date, Item Code, Item Desc, Qty, Price, Cost, and Ext Amt. The data is grouped by CustomerNo (ABF, ALLENAP, AVNET) and further grouped by ItemCode. The report is displayed in a window titled 'Report2' with a 'Field Explorer' on the right side.

CustNo	Inv No	Inv Date	Item Code	Item Desc	Qty	Price	Cost	Ext Amt
ABF	010005	3/1/2010	1001-HON-H252	HON 2 DRAWER LE	5.00	81.48	34.25	407.40
ABF	010004	5/30/2011	D1000-BBW/LIGHT	BOOK BIN W/FLUOR	1.00	130.00	65.00	130.00
ABF	010005	5/10/2011	1001-HON-H252	HON 2 DRAWER LE	-1.00	81.48	34.25	-81.48
ABF	010006	1/23/2011	1001-HON-H252	HON 2 DRAWER LE	5.00	70.00	34.25	350.00
ABF	010004	5/21/2011	/WIDGET	8" x 10" Widgets	3.00	55.25	27.50	165.75
ABF	010004	5/21/2011	/WDPACK	Widget 10 Pack	1.00	572.50	280.00	572.50
ABF	010004	5/21/2011	/200-DA	22" Widget with Hingi	1.00	88.00	25.00	88.00
ABF	010004	5/31/2011	2480-8-50	DESK FILE 8" CAP 5	1.00	33.20	15.45	33.20
ABF	010007	4/30/2011	1001-HON-H254	HON 4 DRAWER LE	5.00	127.07	83.44	635.35
ABF	010007	3/25/2011	1001-HON-H252LK	HON 2 DRAWER LE	1.00	87.00	37.15	87.00
ABF	020008	5/31/2011	/WIDGET	8" x 10" Widgets	-3.00	55.25	27.50	-165.75
ABF	010006	1/23/2011	1001-HON-H252	HON 2 DRAWER LE	1.00	60.00	34.25	60.00
ABF	010007	2/18/2011	1001-HON-H252	HON 2 DRAWER LE	1.00	100.00	34.25	100.00
ABF	010007	3/21/2011	1001-HON-H252	HON 2 DRAWER LE	1.00	84.00	34.25	84.00
ABF	010007	3/6/2014	1001-HON-H254	HON 4 DRAWER LE	1.00	131.00	83.43	131.00
ABF	010003	4/15/2011	6657-24-20-12		2.00	395.00	242.00	790.00
ABF	010003	5/15/2011	GB-MD791		1.00	#####	0.00	1,995.00
ABF	010003	5/15/2011	1001-HON-H252		4.00	79.80	34.06	319.20
ABF	010003	4/15/2011	2551-3-50		1.00	23.70	11.23	23.70
ABF	010003	4/15/2011	8972		80.00	2.80	0.98	224.24
ABF	010003	5/16/2011	8971		-20.00	2.23	0.78	-44.66
ABF	010003	5/15/2011	GB-EL04MS-14		10.00	3.59	0.95	35.90
ABF	010003	4/15/2011	2481-5-50		2.00	18.95	7.98	37.91
ABF								103.00 5,978.26
ALLENAP								
ALLENAP	010007	3/20/2011	1001-HON-H254LK	HON 4 DRAWER LE	10.00	125.55	87.10	1,255.50
ALLENAP	010006	12/2/2011	1001-HON-H252	HON 2 DRAWER LE	1.00	84.00	34.25	84.00
ALLENAP								11.00 1,339.50
AVNET								
AVNET	010004	5/21/2011	/200-DA	22" Widget with Hingi	10.00	88.00	25.00	880.00
AVNET	010004	5/21/2011	/MCONTR	Monthly Maintenance	1.00	#####	0.00	1,000.00
AVNET	010004	5/21/2011	/WIDGET	8" x 10" Widgets	1.00	55.25	27.50	55.25
AVNET								12.00 1,935.25

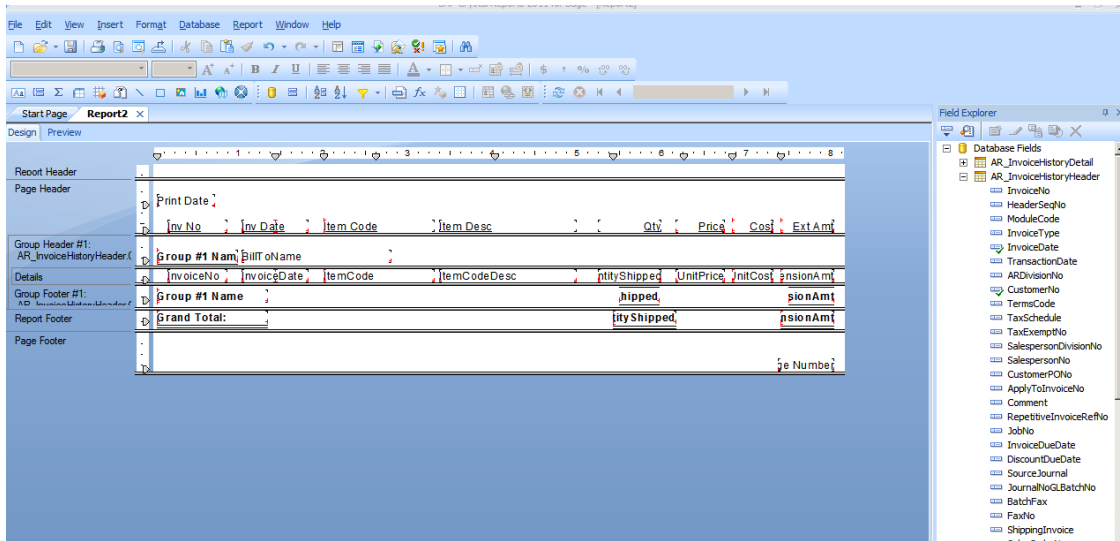
Click on the Design tab. Remove Customer Number field, highlight and press Delete key. Move the InvoiceNo, InvoiceDate, ItemCode and ItemCodeDesc field to the left, by highlighting the fields and moving them to desired location. Increase the length of any fields that need extended.



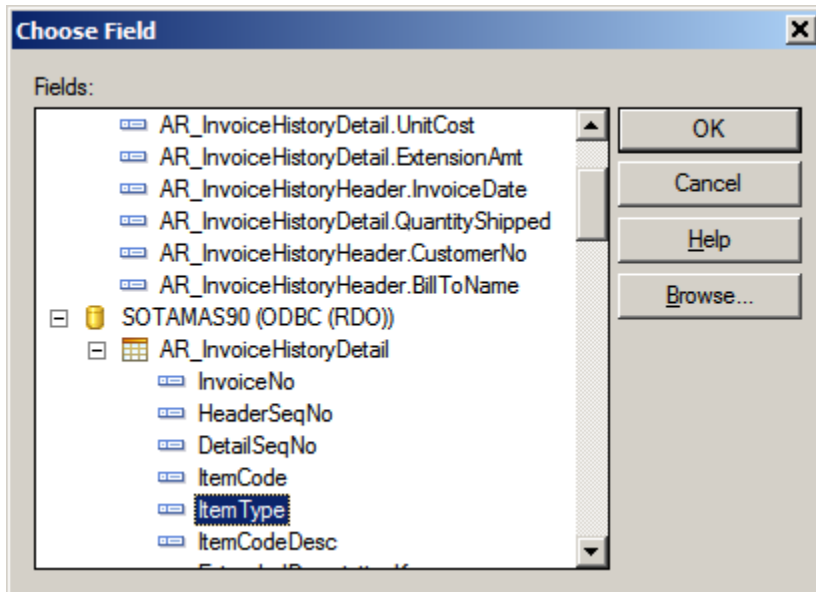
Move the Qty field over slightly to the left. Increase the size of any fields that need to be increased. Next move the Summary fields for the Qty and Ext Amount over to line up under their respective columns.



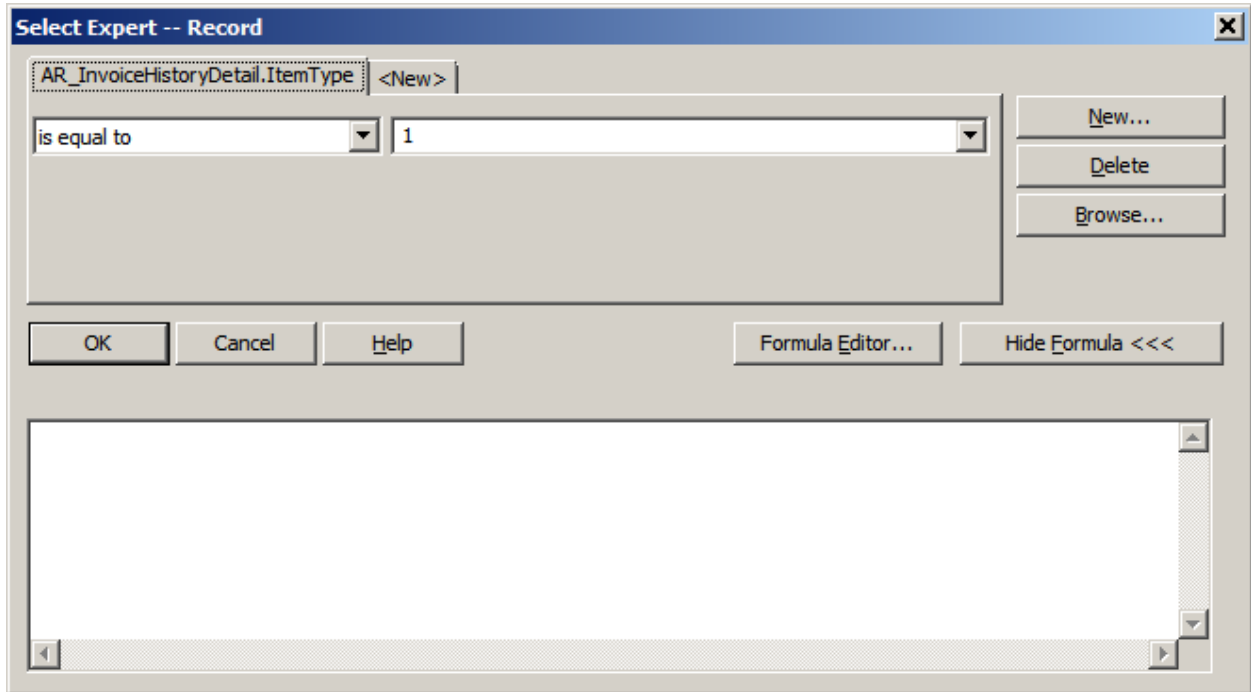
To add a field to the report, click on the Database in the Field Explorer box. To add Customer Name, click on the AR_InvoiceHistoryHeader table, and then click BillToName. Hold mouse key down and drag field onto the report.



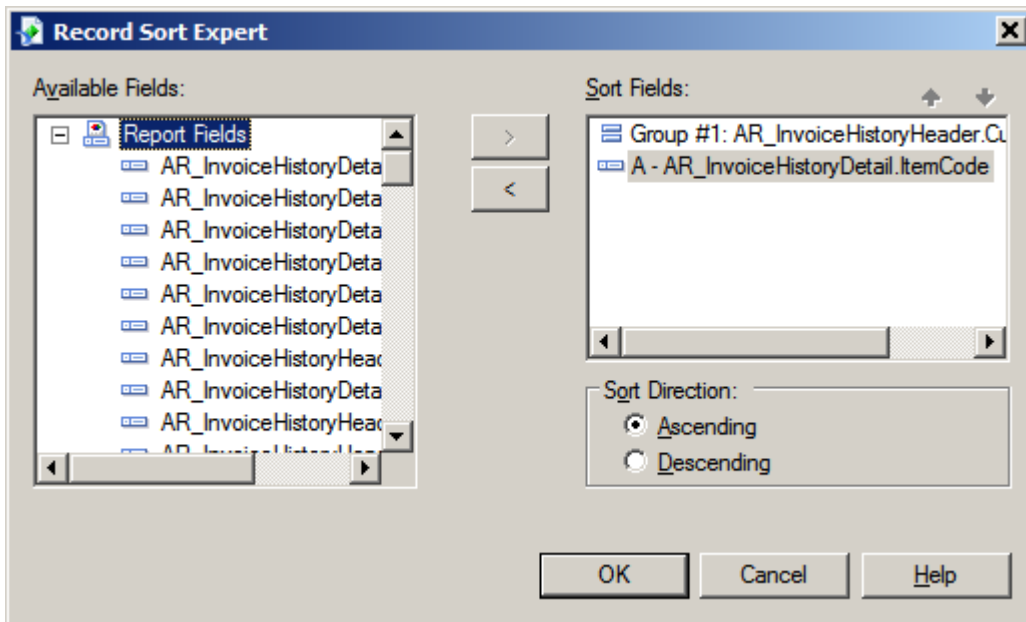
To have report show ONLY inventory items, click on the Report menu at top, then Select Export, Record. Click on Item Type from the Choose Field box, and then click Ok.



Choose "is equal to" from the drop down box and select "1" as the default, click Ok.



To change Sort order, click on the Report menu, then Record Sort Expert. Select the ItemCode field and click Ok.



SAP Crystal Reports 2011 for Sage - [Report2]

File Edit View Insert Format Database Report Window Help

Start Page Report2 x

Design Preview x

Groups

- Report2
 - ABF
 - ALLENAP
 - BRESLIN
 - CUSTOM
 - GREALAR
 - HILLSB
 - JELCO
 - ORANGE
 - SHEPARD

RH PH

GH1

Inv No	Inv Date	Item Code	Item Desc	Qty	Price	Cost	Ext Amt
5/30/2014							
ABF American Business Futures							
0100055	5/10/2010	1001-HON-H252	HON 2 DRAWER LETTER	-1.00	81.48	34.25	-81.48
0100054	3/1/2010	1001-HON-H252	HON 2 DRAWER LETTER	5.00	81.48	34.25	407.40
0100067	1/23/2014	1001-HON-H252	HON 2 DRAWER LETTER	5.00	70.00	34.25	350.00
0100058	1/23/2014	1001-HON-H252	HON 2 DRAWER LETTER	1.00	60.00	34.25	60.00
0100070	2/18/2014	1001-HON-H252	HON 2 DRAWER LETTER	1.00	100.00	34.25	100.00
0100073	3/21/2014	1001-HON-H252	HON 2 DRAWER LETTER	1.00	84.00	34.25	84.00
0100034	5/15/2010	1001-HON-H252	HON 2 DRAWER LETTER	4.00	79.80	34.06	319.20
0100075	3/25/2014	1001-HON-H252LK	HON 2 DRAWER LETTER	1.00	87.00	37.15	87.00
0100078	4/30/2014	1001-HON-H254	HON 4 DRAWER LETTER	5.00	127.07	83.44	635.35
0100071	3/6/2014	1001-HON-H254	HON 4 DRAWER LETTER	1.00	131.00	83.43	131.00
0100041	5/31/2010	2480-8-50	DESK FILE 8" CAP 50	1.00	33.20	15.45	33.20
0100033	4/15/2010	2481-5-50		2.00	18.95	7.98	37.91
0100033	4/15/2010	2551-3-50		1.00	23.70	11.23	23.70
0100033	4/15/2010	6657-24-20-12		2.00	395.00	242.00	790.00
0100039	5/16/2010	8971		-20.00	2.23	0.78	-44.66
0100033	4/15/2010	8972		80.00	2.80	0.98	224.24
0100048	5/30/2010	D1000-BBW/LIGHT	BOOK BIN W/FLUORESC	1.00	130.00	65.00	130.00
0100034	5/15/2010	GB-EL04M5-14		10.00	3.59	0.95	35.90
0100034	5/15/2010	GB-MD791		1.00	1,995.00	0.00	1,995.00
				101.00			5,317.76
ALLENAP Allen's Appliance Repair							
0100062	12/2/2013	1001-HON-H252	HON 2 DRAWER LETTER	1.00	84.00	34.25	84.00
0100072	3/20/2014	1001-HON-H254LK	HON 4 DRAWER LETTER	10.00	125.55	87.10	1,255.50
				11.00			1,339.50
BRESLIN Breslin Parts Supply							
0100040	5/27/2010	2480-8-50	DESK FILE 8" CAP 50	295.00	30.95	15.45	9,130.25
0100035	5/15/2010	8972		50.00	2.65	0.98	132.50
				345.00			9,262.75
CUSTOM Custom Craft Products							
0100037	5/15/2010	ARS-9201		18.00	88.95	51.08	1,601.10
				18.00			1,601.10

Field Explorer

- Database Fields
 - AR_InvoiceHistoryDetail
 - AR_InvoiceHistoryHeader
 - InvoiceNo
 - HeaderSeqNo
 - ModuleCode
 - InvoiceType
 - InvoiceDate
 - TransactionDate
 - ARDivisionNo
 - CustomerNo
 - TermsCode
 - TaxSchedule
 - TaxExemptNo
 - SalespersonDivisionNo
 - SalespersonNo
 - CustomerPONo
 - ApplyToInvoiceNo
 - Comment
 - RepetitiveInvoiceRefNo
 - JobNo
 - InvoiceDueDate
 - DiscountDueDate
 - SourceJournal
 - JournalNoGLBatchNo
 - BatchFax
 - FaxNo
 - ShippingInvoice
 - SalesOrderNo
 - OrderType
 - OrderDate
 - BillToDivisionNo
 - BillToCustomerNo
 - BillToName
 - BillToAddress1
 - BillToAddress2
 - BillToAddress3
 - BillToCity
 - BillToState
 - BillToZipCode
 - BillToCountryCode
 - ShipToCode

To Add a Date Range, click on Parameter Field from the Field Explorer box. Click on the New icon at the top of the box.

SAP Crystal Reports 2011 for Sage - [Report2]

File Edit View Insert Format Database Report Window Help

Start Page Report2 x

Design Preview x

Groups

- Report2
 - ABF
 - ALLENAP
 - BRESLIN
 - CUSTOM
 - GREALAR
 - HILLSB
 - JELCO
 - ORANGE
 - SHEPARD

RH PH

GH1

Inv No	Inv Date	Item Code	Item Desc	Qty	Price	Cost	Ext Amt
5/30/2014							
ABF American Business Futures							
0100055	5/10/2010	1001-HON-H252	HON 2 DRAWER LETTER	-1.00	81.48	34.25	-81.48
0100054	3/1/2010	1001-HON-H252	HON 2 DRAWER LETTER	5.00	81.48	34.25	407.40
0100067	1/23/2014	1001-HON-H252	HON 2 DRAWER LETTER	5.00	70.00	34.25	350.00
0100058	1/23/2014	1001-HON-H252	HON 2 DRAWER LETTER	1.00	60.00	34.25	60.00
0100070	2/18/2014	1001-HON-H252	HON 2 DRAWER LETTER	1.00	100.00	34.25	100.00
0100073	3/21/2014	1001-HON-H252	HON 2 DRAWER LETTER	1.00	84.00	34.25	84.00
0100034	5/15/2010	1001-HON-H252	HON 2 DRAWER LETTER	4.00	79.80	34.06	319.20
0100075	3/25/2014	1001-HON-H252LK	HON 2 DRAWER LETTER	1.00	87.00	37.15	87.00
0100078	4/30/2014	1001-HON-H254	HON 4 DRAWER LETTER	5.00	127.07	83.44	635.35
0100071	3/6/2014	1001-HON-H254	HON 4 DRAWER LETTER	1.00	131.00	83.43	131.00
0100041	5/31/2010	2480-8-50	DESK FILE 8" CAP 50	1.00	33.20	15.45	33.20
0100033	4/15/2010	2481-5-50		2.00	18.95	7.98	37.91
0100033	4/15/2010	2551-3-50		1.00	23.70	11.23	23.70
0100039	5/16/2010	8971		-20.00	2.23	0.78	-44.66
0100033	4/15/2010	8972		80.00	2.80	0.98	224.24
0100048	5/30/2010	D1000-BBW/LIGHT	BOOK BIN W/FLUORESC	1.00	130.00	65.00	130.00
0100034	5/15/2010	GB-EL04M5-14		10.00	3.59	0.95	35.90
0100034	5/15/2010	GB-MD791		1.00	1,995.00	0.00	1,995.00
				101.00			5,317.76
ALLENAP Allen's Appliance Repair							
0100062	12/2/2013	1001-HON-H252	HON 2 DRAWER LETTER	1.00	84.00	34.25	84.00
0100072	3/20/2014	1001-HON-H254LK	HON 4 DRAWER LETTER	10.00	125.55	87.10	1,255.50
				11.00			1,339.50
BRESLIN Breslin Parts Supply							
0100040	5/27/2010	2480-8-50	DESK FILE 8" CAP 50	295.00	30.95	15.45	9,130.25
0100035	5/15/2010	8972		50.00	2.65	0.98	132.50
				345.00			9,262.75
CUSTOM Custom Craft Products							
0100037	5/15/2010	ARS-9201		18.00	88.95	51.08	1,601.10
				18.00			1,601.10
GREALAR Greater Alarm Company							
0100046	5/31/2010	1001-HON-H252	HON 2 DRAWER LETTER	10.00	78.12	34.25	781.20

Field Explorer

- Database Fields
 - Form Fields
 - SQL Expression Fields
 - Parameter Fields
 - Running Total Fields
 - Group Name Fields
 - Group #1 Name: AR_InvoiceHeader
 - Special Fields

For Fields, press F1

5/30/2014 10:55AM Records: 33 1.0, 4.4, 2.0 x 0.2

Change Name to Invoice Date, change Type to Date. In the Value Options table, change “Allow range values” to True.

Create New Parameter

Create a new parameter and list of values.

Name: Invoice Date Type: Date List of Values: Static

Value Field: (None) Description Field: (None)

Value Options:

Option	Setting
Prompt With Description Only	False
Optional Prompt	False
Default Value	
Allow custom values	True
Allow multiple values	False
Allow discrete values	False
Allow range values	True
Start	

Buttons: OK, Cancel, Help

Click on the Report menu, then Select Expert, Record. Click the New tab. Select InvoiceDate, choose to “is equal to” from the drop down, click the down arrow in the next field and choose {?InvoiceDate} from the list. Click Ok.

Select Expert -- Record

AR_InvoiceHistoryDetail.ItemType AR_InvoiceHistoryHeader.InvoiceDate <New >

is equal to

{?Invoice Date}

3/1/2010
4/1/2010
4/15/2010
5/1/2010
5/10/2010
5/15/2010
5/16/2010
5/21/2010
5/27/2010
5/30/2010
5/31/2010
8/21/2013
8/26/2013
11/25/2013
12/2/2013
1/23/2014
2/18/2014
3/6/2014
3/20/2014
3/21/2014
3/25/2014

{AR_InvoiceHistoryDetail.ItemType} = 5/31/2010

Buttons: New..., Delete, Browse..., Hide Formula <<<

The Parameter value screen will appear. Enter the date range for your report.

Enter Values

Enter Invoice Date: Invoice Date

Start of Range: End of Range:

Enter a Value: Enter a Value:

Include this value No lower value Include this value No upper value

SAP Crystal Reports 2011 for Sage - [Report2]

File Edit View Insert Format Database Report Window Help

1 of 1

Start Page Report2 x

Design Preview x

Parameters

RH
PH

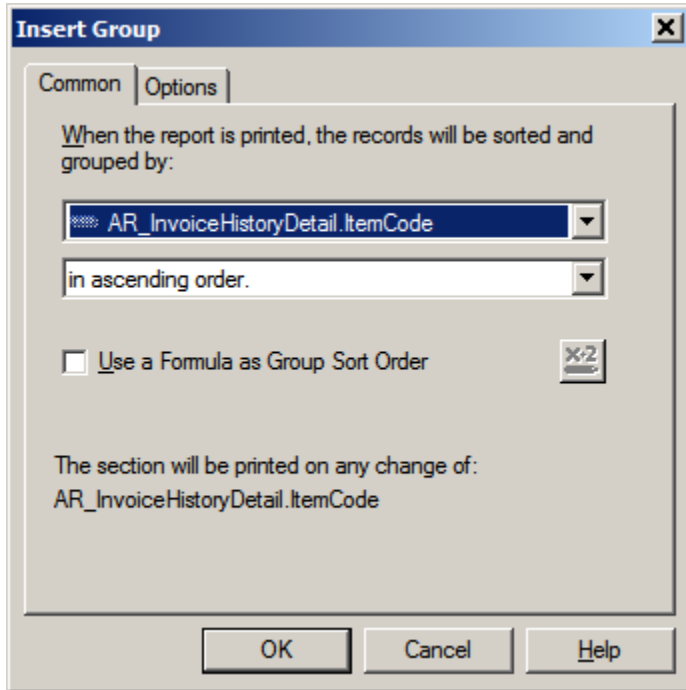
Enter In...
5/1/2010 ...

Field Explorer

- Database Fields
- Formula Fields
- SQL Expression Fields
- Parameter Fields
- Invoice Date
- Running Total Fields
- Group Name Fields
- Group #1 Name: AR_InvoiceHis
- Special Fields

	Inv No	Inv Date	Item Code	Item Desc	Qty	Price	Cost	Ext Amt
GH1	5/30/2014							
	ABF American Business Futures							
D	0100034	5/15/2010	1001-HON-H252		4.00	79.80	34.06	319.20
D	0100055	5/10/2010	1001-HON-H252	HON 2 DRAWER LETTER	-1.00	81.48	34.25	-81.48
D	0100041	5/31/2010	2480-8-50	DESK FILE 8" CAP 50	1.00	33.20	15.45	33.20
D	0100039	5/16/2010	8971		-20.00	2.23	0.78	-44.66
D	0100048	5/30/2010	D1000-BBW/LIGHT	BOOK BIN W/FLUORESC	1.00	130.00	65.00	130.00
D	0100034	5/15/2010	GB-EL04M S-14		10.00	3.59	0.95	35.90
D	0100034	5/15/2010	GB-MD791		1.00	1,995.00	0.00	1,995.00
GF1					-4.00			2,387.16
GH1	BRESLIN Breslin Parts Supply							
D	0100040	5/27/2010	2480-8-50	DESK FILE 8" CAP 50	295.00	30.95	15.45	9,130.25
D	0100035	5/15/2010	8972		50.00	2.65	0.98	132.50
GF1					345.00			9,262.75
GH1	CUSTOM Custom Craft Products							
D	0100037	5/15/2010	ARS-9201		18.00	88.95	51.08	1,601.10
GF1					18.00			1,601.10
GH1	GREALAR Greater Alarm Company							
D	0100046	5/31/2010	1001-HON-H252	HON 2 DRAWER LETTER	10.00	78.12	34.25	781.20
D	0100046	5/31/2010	4886-18-14-3	PAPER CADDY 18"W 14"H	3.00	45.00	22.60	135.00
GF1					13.00			916.20
GH1	JELLCO Jellico Packing							
D	0100038	5/16/2010	8971		50.00	2.23	0.00	111.50
D	0100038	5/16/2010	GB-EL04M S-14		6.00	3.59	0.95	21.54
GF1					56.00			133.04
GH1	ORANGE Orange Door & Window Co.							
D	0100047	5/31/2010	ARS-9101	ART SPECIALTY WALNU	2.00	89.95	44.88	179.90
D	0100047	5/31/2010	ARS-9401	ART SPECIALTY EMP CA	1.00	129.95	65.25	129.95
GF1					3.00			309.85
GH1	SHEPARD Shepard Motorworks							
D	0100045	5/31/2010	D1000	DESK 72" X 30"	350.00	810.00	450.00	283,500.00
GF1					350.00			283,500.00

To Insert a Group by Item Code, click on the Insert button. Select Group from list, choose ItemCode from drop down box.



File Edit View Insert Format Database Report Window Help

1 of 1+

Start Page Report2 x

Design Preview x

Parameters

RH
PH
[5/1/2010 ...

	Inv No	Inv Date	Item Code	Item Desc	Qty	Price	Cost	Ext Amt
GH1	5/30/2014							
	ABF American Business Futures							
GH2	1001-HON-H252							
D	0100034	5/15/2010	1001-HON-H252		4.00	79.80	34.06	319.20
D	0100055	5/10/2010	1001-HON-H252	HON 2 DRAWER LETTER	-1.00	81.48	34.25	-81.48
GH2	2480-8-50							
D	0100041	5/31/2010	2480-8-50	DESK FILE 8" CAP 50	1.00	33.20	15.45	33.20
GH2	8971							
D	0100039	5/16/2010	8971		-20.00	2.23	0.78	-44.66
GH2	D1000-BBW/LIGHT							
D	0100048	5/30/2010	D1000-BBW/LIGHT	BOOK BIN W/FLUORESC	1.00	130.00	65.00	130.00
GH2	GB-EL04M S-14							
D	0100034	5/15/2010	GB-EL04M S-14		10.00	3.59	0.95	35.90
GH2	GB-MD791							
D	0100034	5/15/2010	GB-MD791		1.00	1,995.00	0.00	1,995.00
GF2								
GF1								
								-4.00
								2,387.16
GH1	BRESLIN Breslin Parts Supply							
GH2	2480-8-50							
D	0100040	5/27/2010	2480-8-50	DESK FILE 8" CAP 50	295.00	30.95	15.45	9,130.25
GH2	8972							
D	0100035	5/15/2010	8972		50.00	2.65	0.98	132.50
GF2								
GF1								
								345.00
								9,262.75
GH1	CUSTOM Custom Craft Products							
GH2	ARS-9201							
D	0100037	5/15/2010	ARS-9201		18.00	88.95	51.08	1,601.10
GF2								

Field Explorer

- Database Fields
 - Formula Fields
 - SQL Expression Fields
 - Parameter Fields
 - Invoice Date
 - Running Total Fields
 - Group Name Fields
 - Group #1 Name: AR_InvoiceHist
 - Group #2 Name: AR_InvoiceHist
 - Special Fields

To Insert a Summary Total for that item, right click on the column that you would like to Sum. Select Insert, Summary. Choose ItemCode as the Summary location. Click Ok. Format field to add a top Border.

Insert Summary

Choose the field to summarize:
 AR_InvoiceHistoryDetail.ExtensionAmt

Calculate this summary:
 Sum

Summary location
 Group #2: AR_InvoiceHistoryDetail.ItemCode - A

Add to all group levels **Insert Group...**

Options

Show as a percentage of
 Group #1: Sum of ExtensionAmt

Summarize across hierarchy

OK **Cancel** **Help**

The screenshot shows the Access report viewer with the following data:

	Inv No	Inv Date	Item Code	Item Desc	Qty	Price	Cost	Ext Amt
GH1	5/30/2014							
GH1	ABF American Business Futures							
GH2	1001-HON-H252							
D	0100034	5/15/2010	1001-HON-H252		4.00	79.80	34.06	319.20
D	0100055	5/10/2010	1001-HON-H252	HON 2 DRAWER LETTER	-1.00	81.48	34.25	-81.48
GF2					3.00			237.72
GH2	2480-8-50							
D	0100041	5/31/2010	2480-8-50	DESK FILE 8" CAP 50	1.00	33.20	15.45	33.20
GF2					1.00			33.20
GH2	8971							
D	0100039	5/16/2010	8971		-20.00	2.23	0.78	-44.66
GF2					-20.00			-44.66
GH2	D1000-BBWLIGHT							
D	0100048	5/30/2010	D1000-BBWLIGHT	BOOK BIN W/FLUORESC	1.00	130.00	65.00	130.00
GF2					1.00			130.00
GH2	GB-EL04M S-14							
D	0100034	5/15/2010	GB-EL04M S-14		10.00	3.59	0.95	35.90
GF2					10.00			35.90
GH2	GB-MD791							
D	0100034	5/15/2010	GB-MD791		1.00	1,995.00	0.00	1,995.00
GF2					1.00			1,995.00
GF1					-4.00			2,387.16
GH1	BRESLIN Breslin Parts Supply							
GH2	2480-8-50							
D	0100040	5/27/2010	2480-8-50	DESK FILE 8" CAP 50	295.00	30.95	15.45	9,130.25
GF2					295.00			9,130.25
GH2	8972							
D	0100035	5/15/2010	8972		50.00	2.65	0.98	132.50
GF2					50.00			132.50
GF1					345.00			9,262.75
GH1	CUSTOM Custom Craft Products							
GH2	ARS-9201							
D	0100037	5/15/2010	ARS-9201		18.00	88.95	51.08	1,601.10
GF2					18.00			1,601.10
GF1					18.00			1,601.10

When report design is complete, be sure to Save the report. Choose File from the menu, then Save As and save to Desired Location.

