APPENDIX C: REPORT WRITER CASE STUDIES

Day Two: Case Study

Company: Fabrikam, Inc.

Estimated Time: 40 Minutes

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

Challenge Yourself!

Assuming that the PM Vendor Master table is to be the Main Table for the report, you will need to create a new relationship between two more Microsoft Dynamics GP tables in order to access each vendor's account number on the report.

1. Create the following relationships:
   a. Link the PM_Vendor_MSTR to the Item Vendor Master using Key2 and the PM Purchases Index.
   b. Link the PM_Vendor_MSTR to the Account Index Master using Key1 and the Vendor ID.

2. Create a new Report Definition using the following information:

   Report Name Vendor Inventory Report
   Series Purchasing
   Main Table PM Vendor Master File

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

3. Add the following tables to the report:

   a. Account Index Master
   b. Item Vendor
   c. Item Master
   d. Item Quantity Master

4. Sort the report by vendor, and within each of the vendor's information sort by item number.

5. Create the Additional Header and an Additional Footer with the following information:

   a. Header/Footer Name **Vendor**
   b. Field to break **Vendor ID**

6. Add the System Date, System Time, Page Number, and Page Number label to the Page Header.

7. Add a title to the Report Header called Vendor Inventory Report. The title should be Helvetica 24, Bold, and Centered.

8. Add the following text prompts and fields to this additional header. All text prompts in the report should be **Bold**.

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

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

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

10. Resize fields and sections when it is appropriate throughout the report.
11. Add the following text prompts and fields to the additional footer. Add the fields from the tables that are indicated.

***HINT**: Add the three QTY fields to the report two times. Add fields once next to the Total Text prompt and once next to the Average Text prompt.*

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

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

12. Make the appropriate changes for the fields listed below.

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

13. Add the following text prompts and fields to the report footer. Add the fields from the tables that are indicated.

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

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

14. Open the Field Options window for the fields indicated and make the following changes:

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

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

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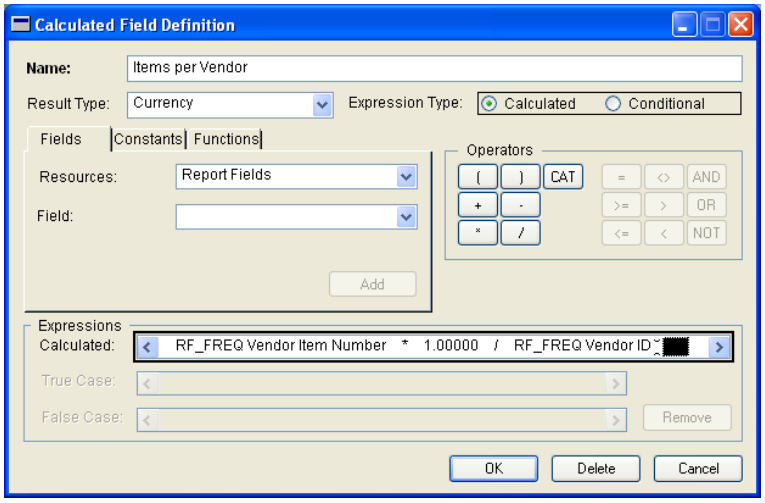
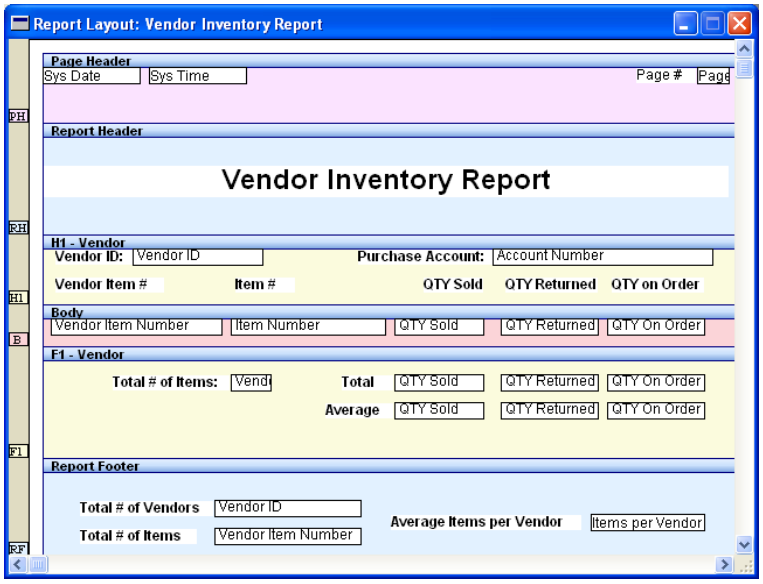
15. Create a new Calculated fields using the following information:

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



16. Add the new Calculated field to the report layout.

When complete, the entire report layout looks as follows:



17. Print the report from the Report Writer.

    The report should look similar to the illustration shown at the beginning of the project, but when you view the report footer, notice the amount that displays as the average number of items per vendor. It appears as follows:

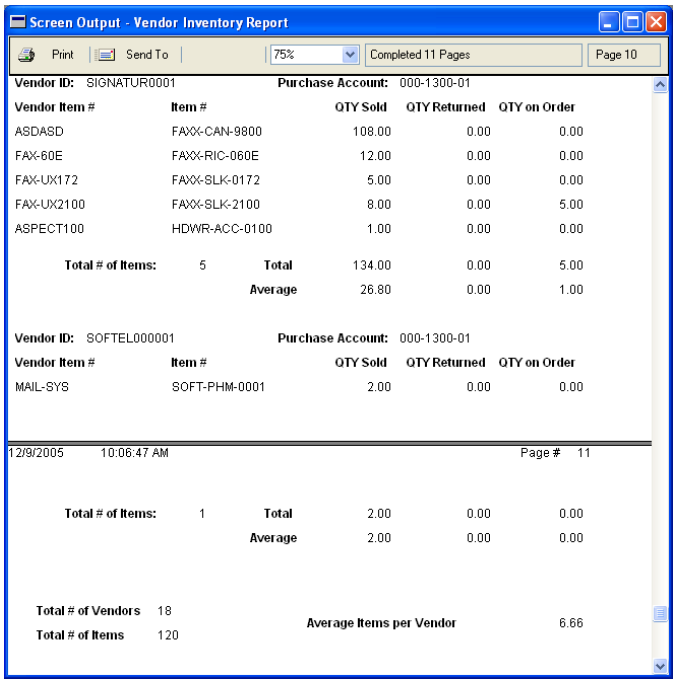
    The amount appears incorrectly because of the Field Options that default for fields that are placed in a footer of a report. By default they are assigned a field type called Last Occurrence meaning that this field will have the last value it had on the report.

    Since this calculation has never been on the report, the last occurrence of the field is not what you want to display. To correct the value, the field type assigned to this field must be changed.

18. Change the Field Options for the calculated field in the same manner as the quantity fields in the body of the report.

19. Print the report from the Report Writer. The report should now not only look similar to the illustration shown at the beginning of the project, but it should also include the correct calculations.

    The last section of the report is shown in the following illustration:



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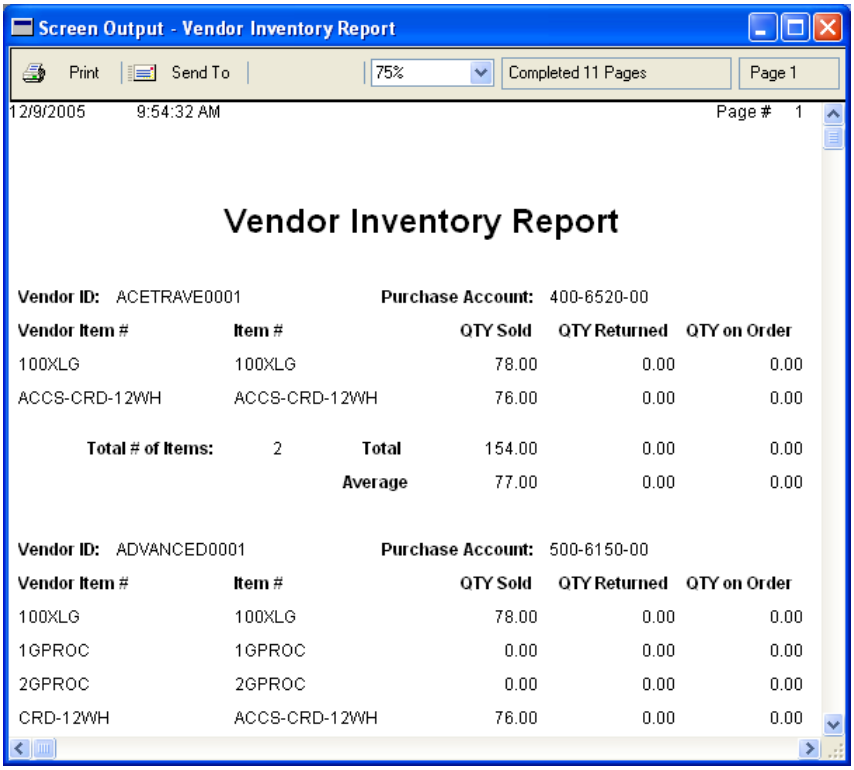
Day Two: Case Study

Company: Fabrikam, Inc.

Estimated Time: 40 Minutes

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

Need a Little Help?

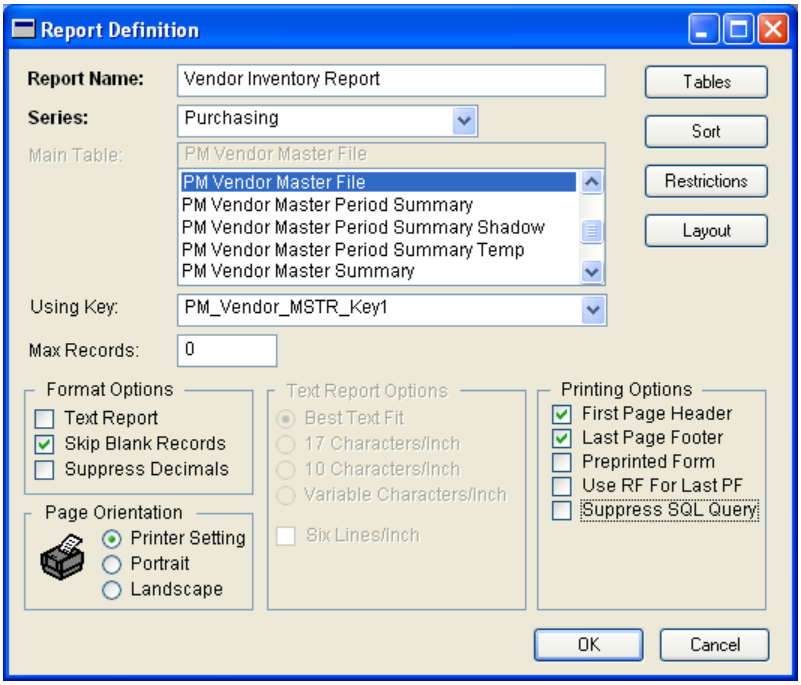


1. Launch Report Writer.
2. Create a new Report Definition using the following information:

Report Name	Vendor Inventory Report
Series	Purchasing
Main Table	PM Vendor Master File

Accept the defaults for the other fields on the Report Definition window.

The Report Definition Window should appear as follows:



In order to access each vendor's account number on the report, you need to create a new relationship between two Microsoft Dynamics GP tables.

3. Create the following relationships, using the **Tables** button on the Report Writer toolbar.

   a. Open the PM_Vendor_MSTR from the list of tables.

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

   c. Select **Account Index Master** as the Secondary table.

   d. Use GL_Account_Index_MSTR_Key1.

   e. Link the PM Purchases Index to the **Account Index** field.

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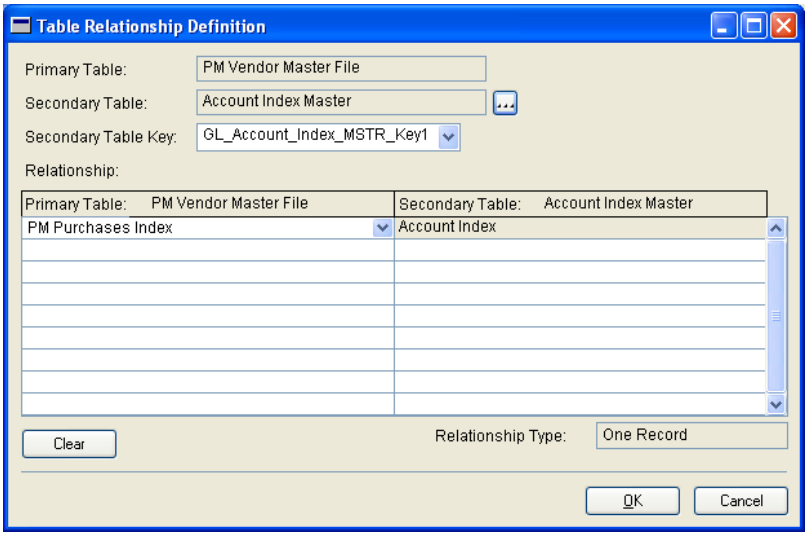
The Table Relationship Definition window appears as shown in the following illustration:



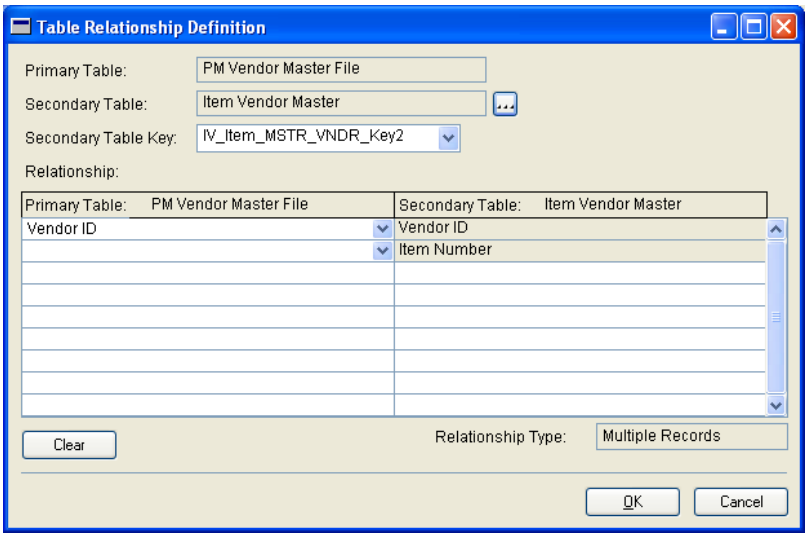
4. In order to access each vendor's item information on the report you need to create a new relationship from the PM_Vendor_MSTR table.

   a. Repeat the process to add the following relationship.

   b. Secondary table = Item Vendor Master.

   c. Secondary Table Key = IV_Item_MSTR_VNDR_Key2.

   d. Use the Vendor ID to link the two tables.



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

5. From the Report Definition window, open the Table Relationships window, and complete the following steps:

   a. Link the Account Index Master to the report using the PM Vendor Master File.

   b. Link the Item Vendor Master to the report using the PM Vendor Master File.

   c. Link the Item Master to the report using the Item Vendor Master.

   d. Link the Item Quantity Master to the report using the Item Master.

   The window should look as follows:

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

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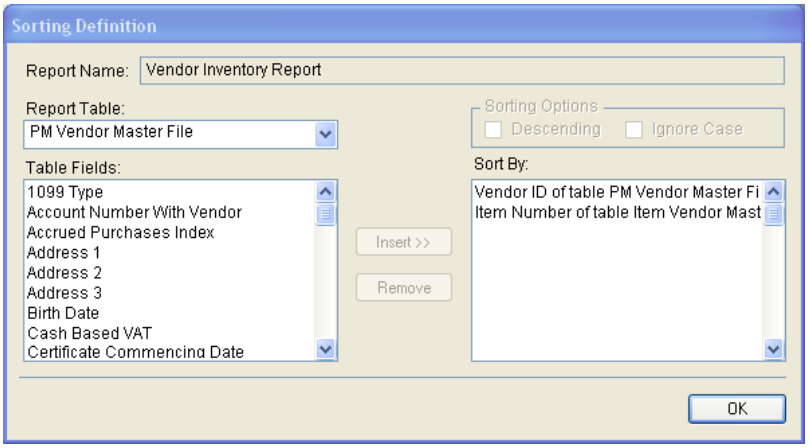
6. Open Sorting Defintion window and complete the following steps:

   a. Insert Vendor ID PM from the Vendor Master File.

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

   c. Insert Item Number from the Item Vendor Master.

   The Sorting Defintion window now looks as follows:



7. Open the Report Layout window.

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

8. Open the Report Section Options window.

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

9. Create the Additional Header with the following information:

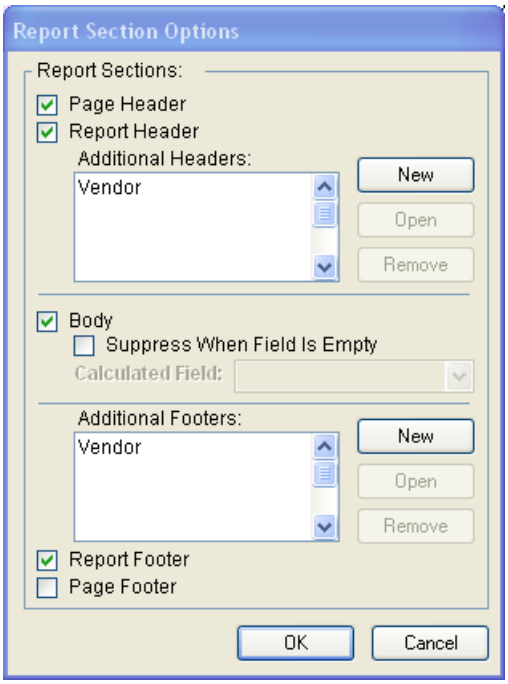
Header Name	Vendor
Field to break	Vendor ID

10. Create the Additional Footer with the following information:

    Footer Name Vendor

    Field to break Vendor ID

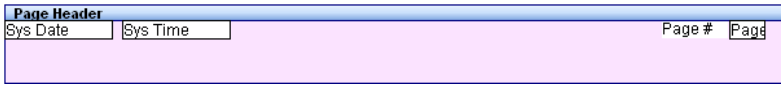
    After the new report sections have been defined, the Report Section Options window looks as follows:



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

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

    When complete, the page header should look as follows:



13. Resize the RH section of the report so that it is larger.

14. Add a title to the Report Header (RH) section of the report called Vendor Inventory Report.

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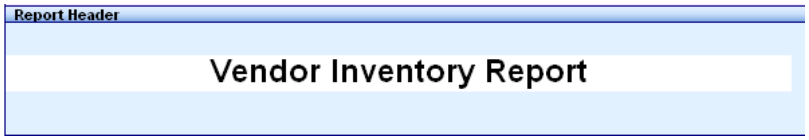
15. Use the Drawing Options window to change the Font to Helvetica 24, and select Bold as the Font Style. Also use the Drawing Options window to Center the title.

HINT: *Centering the title can easily be accomplished if you make the title extend to the entire width of the report.*

When complete, the report header should look as follows:

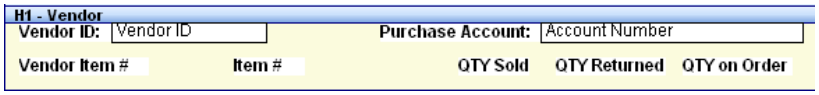


16. Resize the H1 section of the report so it is about two grids larger. Add the following text prompts and fields to this additional header.

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

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

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



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

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

19. Resize the fields so that they fit below the headings that were added to the additional header. Resize that section of the report to remove extra white space. The Body section of the report looks as follows:

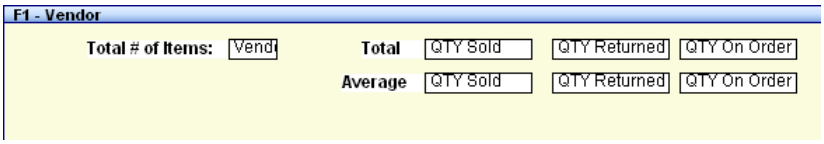
20. Resize the F1 section of the report two grids larger. Add the following text prompts and fields to the additional footer. Add the fields from the tables that are indicated. Add the three QTY fields to the report two times. Add fields once next to the Total Text prompt and once next to the Average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

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

21. Change the drawing options for the text prompts so that they are bold.

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

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



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

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23. Open the Field Options window for each of the fields listed, and make the appropriate changes listed below.

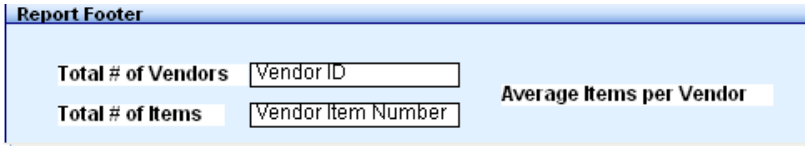
Field	Field Type	Format
Vendor Item Number	Control Count	none
QTY Sold (Total)	Sum	DLR_RBS0_UTR
QTY Sold (Average)	Average	DLR_RBS0_UTR
QTY Returned (Total)	Sum	DLR_RBS0_UTR
QTY Returned (Average)	Average	DLR_RBS0_UTR
QTY on Order (Total)	Sum	DLR_RBS0_UTR
QTY on Order (Average)	Average	DLR_RBS0_UTR

24. Resize the RF section of the report so that it is about six grids larger. Add the following text prompts and fields to the report footer.

    Add the fields from the tables that are indicated. Resize the fields appropriately once they have been added to layout.

    The report footer looks as follows:

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



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

25. Open the Field Options window for the fields indicated and make the following changes:

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

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

26. Create a new calculated field using the Toolbox and the following information:

Name	Vendor
Result Type	Currency
Expression Type	Calculated
Fields Resource	Report Fields
Field	RF_FREQ Vendor Item Number

Click the **Add** button.

Operators section	*
Constants Type	Currency
Constant	.00000

Click the **Add** button.

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

Operators section	/
Fields Resource	Report Fields
Field	RF_FREQ Vendor ID

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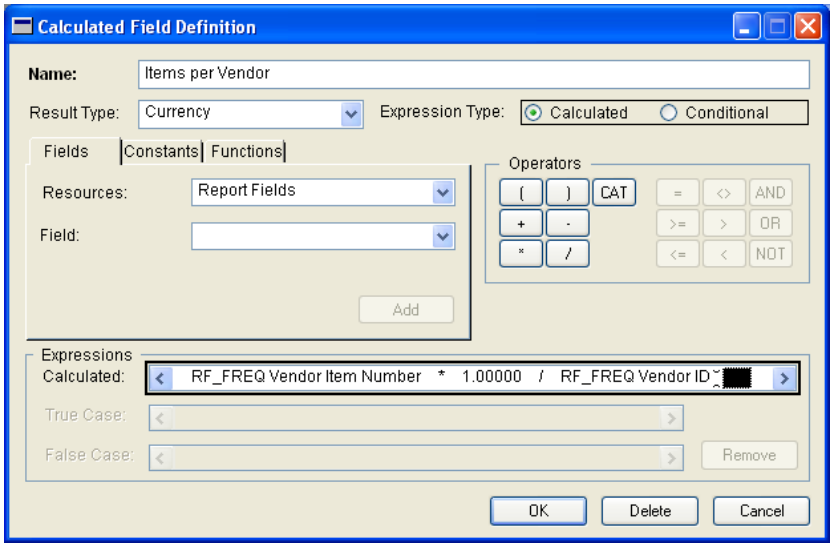
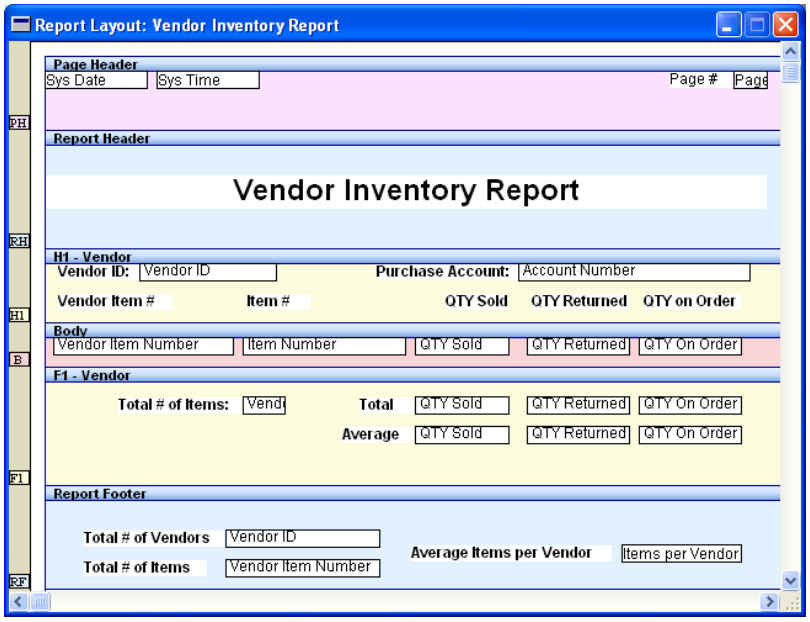
Click the **Add** button.

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



27. Add the new calculated field to the report layout beside the label "Average Items per Vendor."

When complete, the report layout looks as follows:



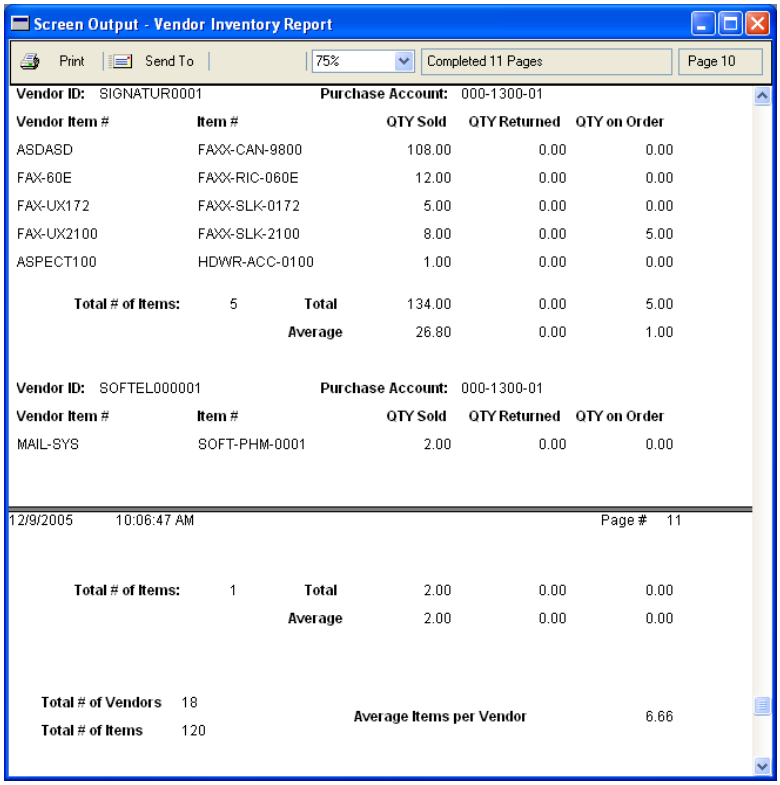
28. Save your changes to the report layout. Print the report from Report Writer. Notice the amount that displays as the average number of items per vendor in the report footer. It appears as follows:

The amount appears incorrectly because of the Field Options that default for fields that are placed in a footer of a report. By default, they are assigned a field type called Last Occurrence meaning that this field will have the last value it had on the report.

29. Open the Field Options window for the calculated field, and select the following information:

Field	Field Type	Format
Items per Vendor	Data	DLR_RBS0_UTR

30. Save your changes to the report layout. Print the report from the Report Writer. The report should now not only look similar to the illustration shown below:



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