CHAPTER 4: LINKING TABLES, ADDITIONAL HEADERS AND FOOTERS

Training Objectives

Actively participating during this chapter helps you learn:

- The concepts of linking tables
- How to link tables using the Report Table Relationships window
- The different types of table links and the table relationships for each type
- The limits on linking tables in Report Writer
- How to remove table links from a report
- How additional headers and footers are used in Report Writer
- How to add multiple headers or footers and understand how they will be displayed in the layout window
- How sorts influence the use of additional headers and footers

Introduction

This chapter explains the process of adding tables to a report by linking tables to ones already on the report. In addition, the chapter demonstrates how to add additional headers and footers to a report and discusses when to use them.

Linking tables allows you to use fields from more than one table on your reports. You may not find all of the information needed in a single table; linking additional tables to the report's main table makes that information available.

Additional headers and footers allow grouping of information on reports. For example, if a custom report of all transactions for customers is needed and you want each customer's transactions to print together, you can set up an additional header to accomplish this.

An additional chapter later in this manual illustrates the process of creating user-defined links. The discussion in this chapter is limited to linking tables using existing defined table links.

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Linking Concepts

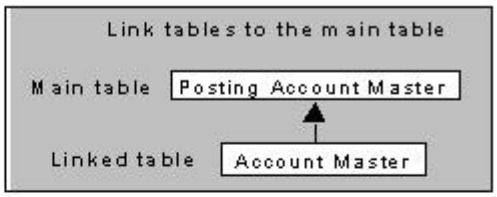
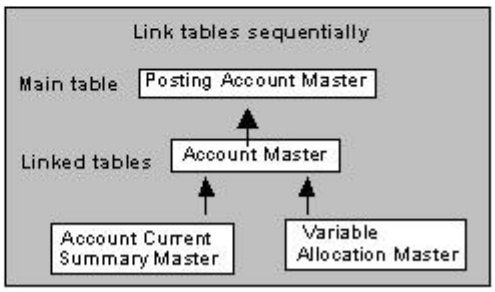
Much of the general information in Microsoft Dynamic™ GP, such as accounts, customers or vendors, are stored in one table, while more detailed information about each of the items is stored in another table.

For example, general information about account categories is stored in the Account Category Master table. More detailed information about which accounts are in each category is stored in the Account Master table. To print all the information about each category, you need to use both tables on your report; and to do so, the tables must be linked.

Report Writer allows you to link tables in two different ways.

- Link several tables to the main table, often referred to as the "tree" method.
- Sequentially link a second table to the main table and a third table to the second table. This method is often referred to as the "daisy chain" method.

The following illustrations visually explain each option.

"Tree" method	
"Daisy chain" method	

Each of these methods allows you to link Microsoft Dynamics GP tables together for reports. Sometimes a table may not be available to be linked to your main table, but it may be possible to link it to a previously linked table.

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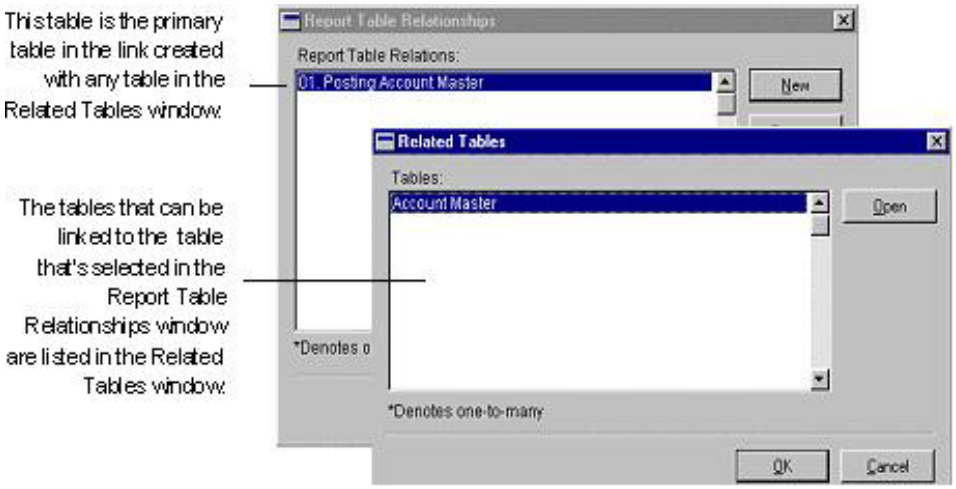
Linking Tables

Create or open a report and open the Report Definition window. From the Report Definition window, select Tables to open the Report Table Relationships window. The main table of the report is displayed at the top of the Report Table Relations list, and any tables that may have already been linked to it are listed below. This table is the primary table in the link you create in this step.

Select New to display the Related Tables window, which contains a list of the tables that can be linked with the table currently selected in the Report Table Relations list. Highlight the table you want to link to the main table and click **OK**. The Related Tables window closes and the selected table appears in the Report Table Relations list in the Report Table Relationships window.

The following illustration shows the tables that can be linked with the Posting Account Master table. Some tables can be linked only to one other table; some tables cannot be linked to any other tables. Some tables can be linked to many other tables. Learn how to add additional tables to the list in the "Defining Table Relationships" chapter.



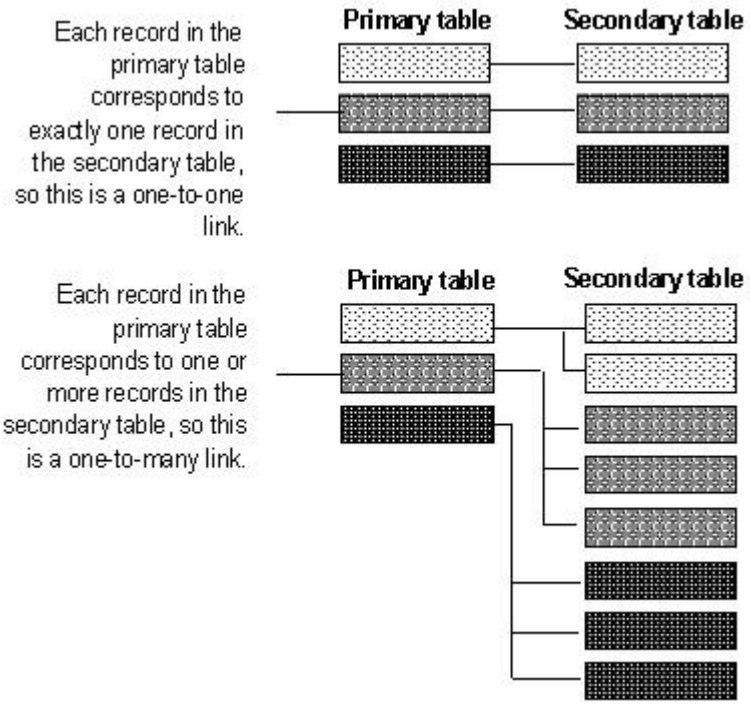
If additional tables were listed in the Related Tables window and you want to also link them to the primary table, click **New** to display the Related Tables window, and select the appropriate table in the same way. This would be using the "tree" method of linking.

You can also link tables to previously linked tables by highlighting the table and click **New** in the Report Table Relationships window. This would be using the "daisy chain" method of linking. Some examples of using this method are demonstrated on the following pages.

Types of Table Links

A one-to-one relationship means that for every record in the primary table, there is one corresponding record in the secondary table. A one-to-many relationship means that for every record in the primary table, there can be more than one record in the secondary table.

For example, an invoice header table that contains only the name or number of each invoice and an invoice line item table that contains the items on each invoice have a one-to-many relationship. The following illustrations show one-to-one and one-to-many table relationships.



HINT: *Tables with a one-to-many relationship are indicated by an asterisk in the Report Table Relationships and Related Tables windows.*

If the relationship does not currently exist, you may create one. You do not need to specify the type of relationship when using the Table Relationship Definition window to define a relationship between two tables. Report Writer automatically selects the appropriate type of relationship based upon the fields used to link the tables.

It is important to understand relationship types because the type of relationship between tables affects the type and quantity of data you can use in your report. Refer to the "Defining Table Relationships" chapter for more information about this topic.

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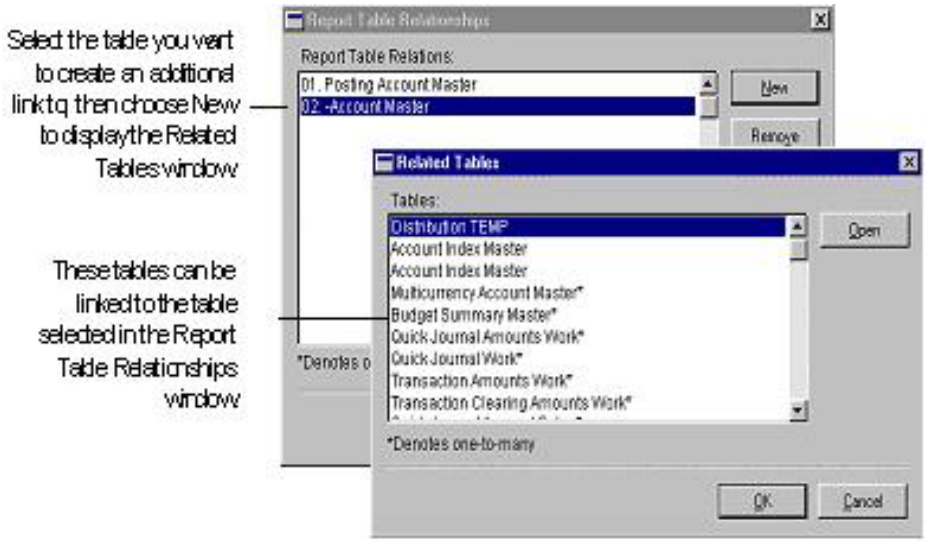
Linking to a Linked Table

You can link additional tables to the table just linked. To do this, highlight the name of the table in the Report Table Relationships window, and select **New** to view a list of tables that can be linked to it.

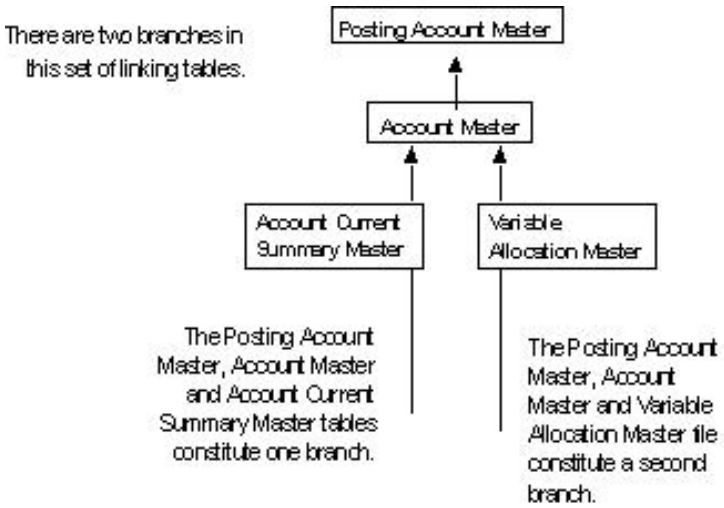
The following illustration shows the Account Master table and the related tables that can be linked to it.



Limits on Linking

You can create 15 sequential links. In addition, there is a limit on the number of links that have a one-to-many relationship. Only five tables of that type can be consecutively linked. You can create only one branch of links containing a one-to-many relationship. A branch is a sequential series of links.

There are two branches in the following illustration:



There is a one-to-many relationship from the Account Master table to each of the linked tables, so a report with these links cannot be printed.

Saving a Link

Click **Close** to close the Report Table Relationships window. Complete the report as usual, and be sure to save the changes when closing the Report Definition window.

Removing Linked Tables (If Necessary)

You can remove any table, except the main table, from a report by highlighting the table and clicking **Remove** in the Report Table Relationships window. When removing a table, any tables linked only to that table are removed from the report as well. For instance, if you created the links shown in the previous illustration and wanted to remove the Account Master table, any other tables linked to it, such as the Budget Summary Master table, would also be removed.

HINT: *When removing a table from the report, be sure to remove any fields from that table that have been used on the report. This includes fields in the layout, in additional headers or footers, in calculated fields, in restrictions, or in sorting options. An alert message appears and the report cannot be printed if the fields from the report are not entirely removed.*

Additional Headers and Footers

TOOLS→SECTION OPTIONS

This section describes how to use additional headers and footers to better present the information on your reports. A basic report can contain seven different types of sections you create:

- Report header
- Page header
- Body
- Page footer
- Report footer
- Additional headers
- Additional footers

Additional headers and footers are similar to page and report headers and footers, except they are printed once for each new value for a particular field, rather than once for each new page or each report. For instance, you can set up an additional header to be printed once for each invoice number in a report. You place the **Invoice Number** field in that additional header, and then print the detail records for that invoice in the report body. After all the information for the first invoice number has been printed, the additional header is printed again with the second invoice number and so on.

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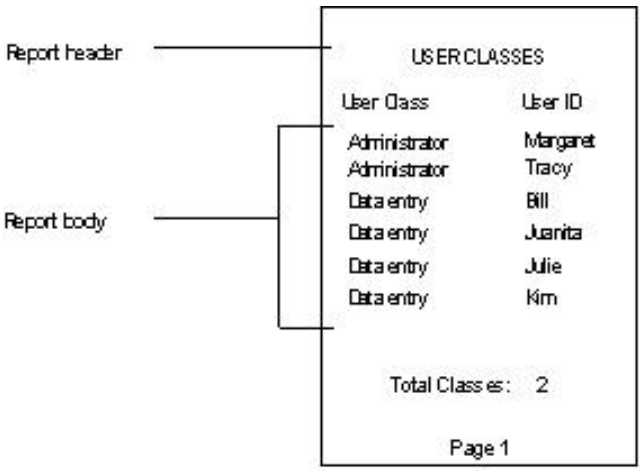
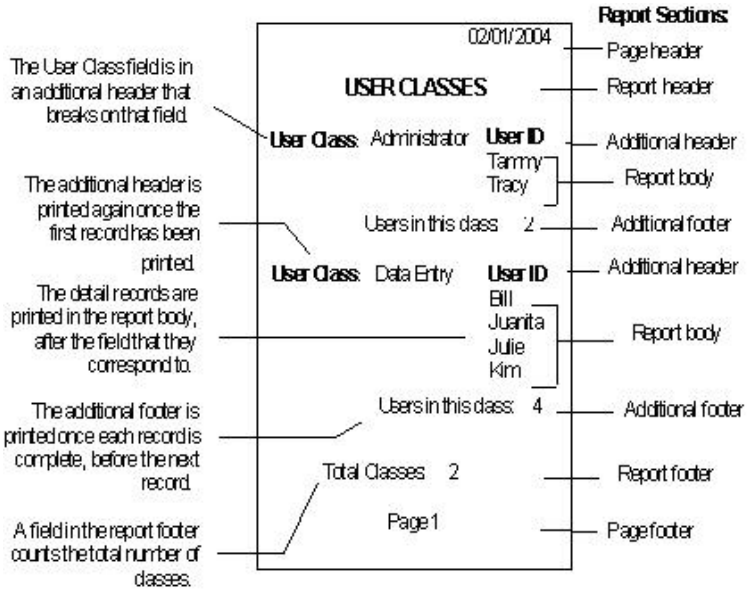
Additional headers and footers are used primarily to create groups on your report. If report data includes records that contain the same value for several records – for instance, the same invoice number for several line items –use groups to print the invoice number once and then each line item on that invoice. As soon as all records containing the first value of the field they have in common are printed, the records containing the field's second value are printed and so on. If the report is printed without placing the fields in groups, each class is listed several times, once for each user who is a member as shown below.



Additional headers and footers can also be used to create page breaks at certain points. If you are printing a report with a great deal of information in the body, begin a new page each time a new account is printed. Then each page of the report contains information about only one account. For instance, to create a report listing each of your user classes and the users in each class, use an additional header to print the name of each class, followed by a list of users in that class, as shown in the following illustration.



Creating Additional Headers & Footers Checklist

- ❑ 1. Be sure the report's sorting method is appropriate.
- ❑ 2. Determine the order of the sections.
- ❑ 3. Open the appropriate window.
- ❑ 4. Name the section.
- ❑ 5. Limit the number of records in the report body (for additional footers).
- ❑ 6. Select the field the section is based upon.
- ❑ 7. Specify the section's suppression option.
- ❑ 8. Set remaining additional header/footer options.
- ❑ 9. Save the section and complete the report layout.

Using the Appropriate Sorting Method

Each additional header or additional footer must be based on a field that is part of the report's sorting method, as specified using the Sorting Definition window. If you have not created a sorting method, the header or footer must be based on a field in the key specified in the **Using Key** field in the Report Definition window.

For example, in the previous illustration, the additional sections were based on the **User Class** field, so that field would have to be part of the key or sorting method used.

First, determine which fields you need to base the additional header or footer on. (It is a good idea to draw a sketch of how you want the final report to look.)

Determine whether the main table's key being used for the report contains the appropriate fields. From the Report Writer toolbar, select **Tables**; in the Tables window, select the report's main table and select **Open**.

In the Table Definition window, select the report's key from the Keys list and select **Open**. The Keys window displays the fields contained in the key in the Key Segments list. Be sure that all the fields needed for your additional sections are included in the key.

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If the key does not contain all the fields needed; look at the remaining keys to see if any of them do. If so, change the **Using Key** field to the new key in the Report Definition window.

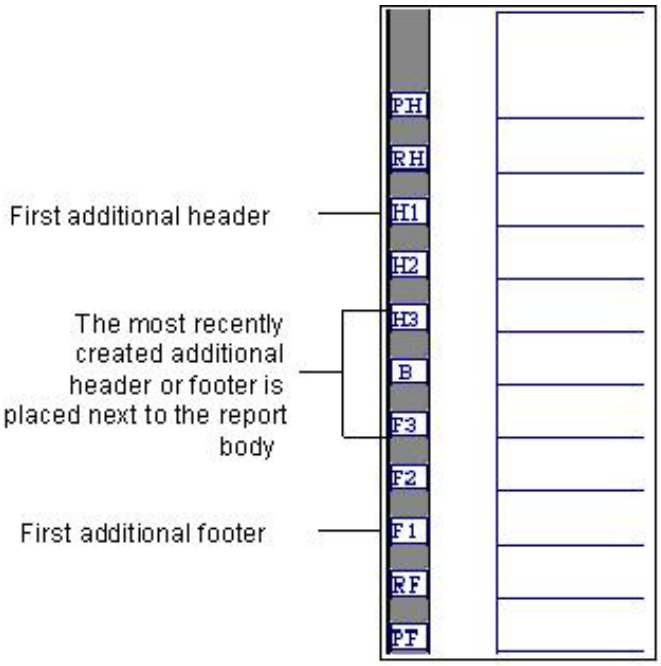
If none of the main table's keys work, create a user-defined sort using the Sorting Definition window. You can sort the report by any table field that is in a linked table for this report. Multiple field sorts are possible to create in the Sorting Definition window.

Determining the Order of Sections

If creating two or more additional headers or two or more additional footers, be sure to create them in the correct order. If this is not done, the report data may not display correctly on the report.

Report Writer displays each additional header and footer in a particular order. For example, if you create three additional footers, the first one appears in the report layout toward the bottom, next to the report footer.

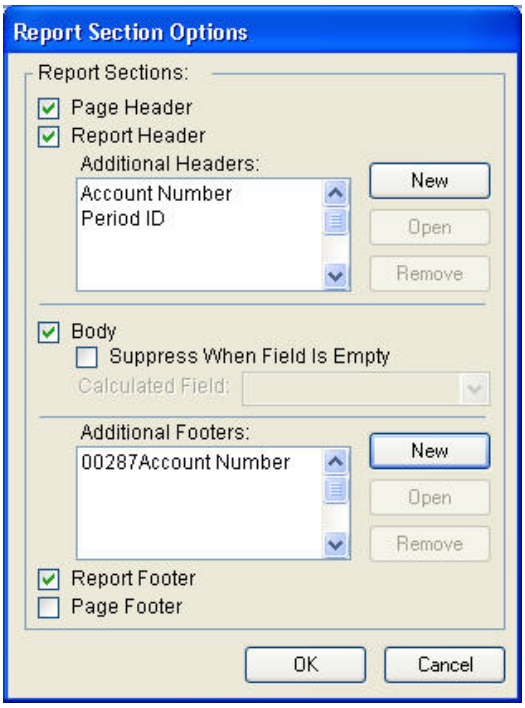
The second additional footer appears above the first, and the third appears between the second additional footer and the report body, as shown in the following illustration.



You can specify the order of where an additional header or footer should appear. In the Report Section Options window, highlight the name of the additional header or footer that appears above the one you are currently using, and then create the section as usual.

Opening the Appropriate Window

Be sure the Report Layout window is displayed. From the **Tools** menu, select **Section Options** to open the Report Section Options window, as shown in the following illustration.



HINT: *Along with creating additional headers and footers, use the Report Section Options window to activate and inactivate all the sections of the report, except for additional headers and footers, which are always active after they are created.*

HINT: *If you inactivate a report section, it does not appear in the layout area. To inactivate an active section, clear the check box next to the section name. To activate an inactive section, select the corresponding check box. Any items previously placed in a section you inactivate are removed from the report layout.*

Click the **New** button located next to the Additional Headers list or the Additional Footers list, depending upon which section you want to add. To modify an existing additional header or footer, highlight the name of the appropriate section and click the **Open** button. The Header Options or Footer Options window opens.

The Header Options and Footer Options windows display information about additional headers and footers and provide a number of different options. These windows allow you to specify information about additional headers and footers on reports, such as when they print on the report and under what conditions they should be suppressed.

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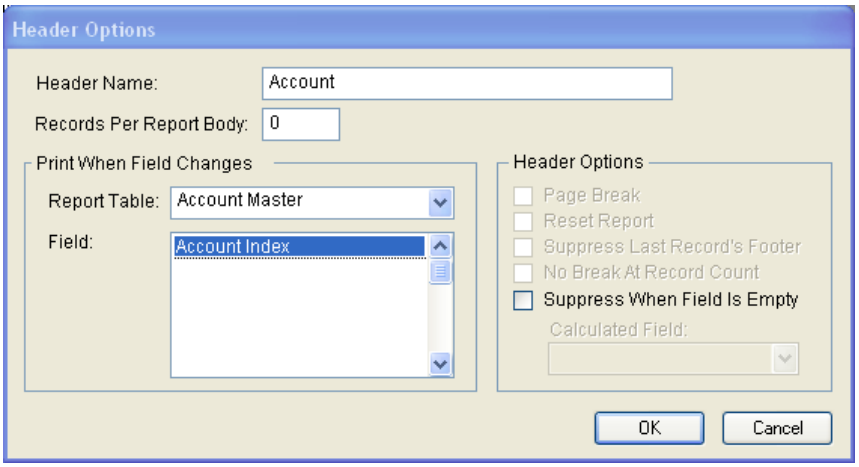
The Header Options window is shown in the following illustration; the Footer Options window displays the same fields and is the same except for the window name and Header Options are Footer Options on the right side of the window.



If you are creating a new report section and no header or footer in the list is currently highlighted, it appears at the top of the Additional Headers or Additional Footers list. If an existing header or footer is highlighted in the field list, the one added appears after the highlighted one.

Naming a Section

Enter a header name or footer name. This name appears in the list in the Report Section Options window.

Limiting the Number of Records in the Report Body (For Additional Footers)

Specify the number of records that should be printed each time in the report body before the additional footer is printed. Typically, the number of records in the report body is controlled by the amount of space on the report. This selection allows you to print the same number of records in the report body each time. For example, if you enter four, only four records are printed in the report body, followed by the first additional footer.

If there is room on the report for the report body to be printed a second time, an additional four records are printed, followed again by the first additional footer. The number of records you can specify is limited by what fits on the form being used to print reports. If you specify a number of records that is too big for the amount of space available, the remaining records are printed on the next page.

If the data in the field that determines when the additional footer is printed changes before the specified number of records is printed, blank records are printed in the report body until the specified number of records is reached. If the report is a graphics report, any items included in the body, such as text, lines, and so on are printed in each of the blank lines; nothing is printed in the blank records for text reports. If you enter 0 in this field, the report is printed normally, and no limit is placed on the number of records printed in the report body.

Selecting the Field upon which a Section will be based

Use the selections in the Print When Field Changes section to specify the table and field the additional header or additional footer should be based upon. The report's main table appears in the Report Table list by default. Other tables linked to the main table also appear. Select a field from one of the tables to base the additional header or footer on.

When you print the report and the value in the field specified in the Field list changes, the additional header or footer is printed again. In the sample report shown previously in this procedure, the additional header and additional footer are printed with the data in the **User Class** field changes.

If you have not created a sorting method for the report, only fields that are part of the key for the table selected are displayed in the Field list. If you have created a sorting method for the report, only fields from the selected table that are part of that sorting method appear rather than the key fields. The key fields are listed for any table not used to create the user-defined sort.

HINT: *If an additional header or footer is based on a field used in a sorting method, and that sorting method is later deleted, the additional header or footer must be deleted as well. An alert message displays in the Report Definition window if you change the* ***Using Key*** *field, and one of the key fields is used to break an additional header or footer. An alert message also displays in the Report Sections Options window when opening an additional header or footer that no longer has a valid break. If this happens, change the field to break on to one of the key fields.*

If the field you need is not listed, specify a different key for the main table in the Report Definition window, or create a user-defined sorting method containing the field needed.

Specifying a Section's Suppression Option

Mark the **Suppress When Field Is Empty** check box if you do not want this additional header or footer to be printed when a specific calculated field does not contain data. Once selected, the Calculated Field list is available. Select the name of the desired calculated field from the list.

HINT: *When you suppress a section based on a calculated field, keep in mind that none of the fields in the section are printed. If you place a* ***name****,* ***address****, and* ***telephone number*** *field in a section and suppress the section if there is no telephone number, the name and address are not printed either.*

If you place calculated fields in footers, change their field type from Last Occurrence to Data, so that the calculations are performed properly.

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Additional Header/Footer Options

The Page Break, Reset Report, Suppress Last Record's Footer, and No Break At Record Count selections are available only if you are modifying or creating an additional footer. The Suppress When Field is Empty selection is available for both additional headers and footers.

Page Break

This allows you to specify whether a new page begins each time the data in the specified field changes and the additional footer is printed. This is available only if you are modifying or creating an additional footer.

Use this selection to create a page break that occurs every time the data in a specified field changes, without creating an additional footer that contains data. To do this, create an additional footer, highlight the appropriate field and select Page Break, but do not place any fields in the additional footer in the report layout.

Reset Report

This allows you to reset the report, which means that you can specify that the report headers and footers are printed each time the data in the field that causes the additional footer to print changes. If printing invoices that cover more than one page, it is best to select this option.

When the data in the field changes – for instance, if the selected field is Invoice ID and all the line items for an invoice have been printed and the next invoice number is about to be printed – the report header is printed again. A page break occurs each time the report is reset.

Suppress Last Record's Footer

This allows you to suppress the last occurrence in a report of the additional footer being defined. If selected, you may want to select Reset Report as well. If you do not, only the last occurrence of the additional footer on the entire report is suppressed.

If you select **Reset Report**, each record is considered a report; for instance, the check amount and the stub information for each check are a report. In this case, the last occurrence of the additional footer is suppressed for each check that is printed.

You also may want to select this if you are creating a layout for checks with a stub both on top and bottom. The stubs are placed in the body, while the check is placed in an additional footer. However, since only one check is printed, the second additional footer should be suppressed.

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No Break at Record Count

This allows you to specify that the additional footer be printed only when the data in the field that determines when the additional footer is printed changes. If you do not select this and a number is entered in the **Records Per Report Body** field, the first additional footer is printed each time that number of records is printed, regardless of whether the field specified in the "Break when what field changes?" list has changed. This differs from typical additional footers, which are printed only when the specified field changes.

This option should not be selected if printing checks on preprinted forms, but you may want to select it if invoices are printed on forms with more than one page.

Suppress When Field is Empty

This allows you to specify that the additional header or footer is not printed if the specified calculated field is empty.

Calculated Field

This displays the calculated fields created for the report. Select the calculated field that, when it contains an empty value, keeps the additional header or footer from printing.

To use this feature, the section you want to suppress should contain only one value. The expression in the selected calculated field contains the table field printed in the section. Be sure to set the appropriate result type for the calculated field. Calculated fields are discussed in a later chapter of this manual.

For instance, you can create a report containing invoice numbers and line items, with comments for each line item and each comment line in a different section. Typically, if there is no comment for an item, a blank line is printed.

However, if you create a calculated field containing the comment field and select it in the Calculated Field list, the section containing the comment is not printed if the comment table field is empty.

Completing the Report Layout

When you have created the additional section, click **OK** to close the Header Options or Footer Options window. Click **New** to create additional sections, if desired. You can add up to 15 additional headers and footers to each report.

Each additional header or footer created appears in the layout area, designated by a label beginning with H (additional headers) or F (additional footers). Place the report fields in the appropriate sections and create labels for each, and complete the layout. Add calculated fields or modify field types, if you want to count, add or otherwise evaluate the report data.

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Lab 4.1 – Linking Tables

Company: Fabrikam, Inc.

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

Challenge Yourself!

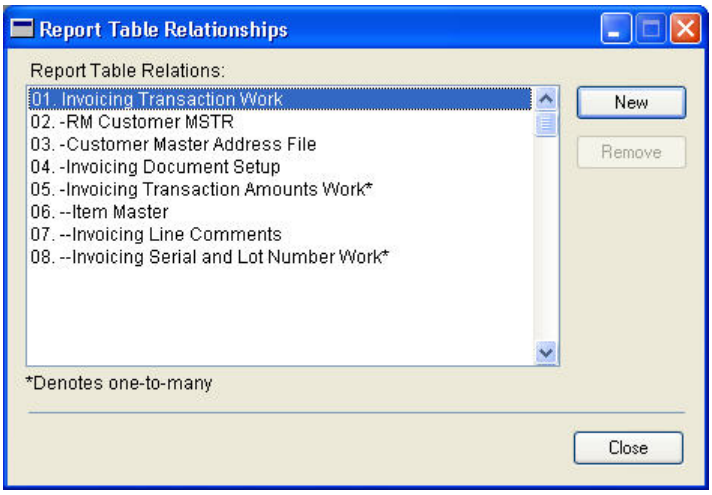
1. Use the following information to create a new report:

Series	Sales
Main Table	Invoicing Transaction Work
Using Key	IVC_HDR_WORK_Key1

2. Link the following tables to the report:
   - Customer MSTR
   - Customer Master Address File
   - Invoicing Document Setup
   - Invoicing Transactions Amounts Work
   - Item Master
   - Invoicing Line Comments
   - Invoicing Serial and Lot Number Work

***HINT**: Some tables are linked from the Invoicing Transaction Work table and others from the Invoicing Transactions Amounts Work table.*

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



Lab 4.1 – Linking Tables

Company: Fabrikam, Inc.

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

Need a Little Help?

1. Launch Report Writer.
2. Create a new report and enter New Invoice Form as the Report Name.
3. Use the following information in the Report Definition window:

Series	Sales
Main Table	Invoicing Transaction Work
Using Key	IVC_HDR_WORK_Key1
Format Options	Accept defaults
Printing Options	Accept defaults

4. Open the Report Table Relationships window. Link the following tables to the Invoicing Transaction Work table:
   - Customer MSTR
   - Customer Master Address File
   - Invoicing Document Setup
   - Invoicing Transactions Amounts Work.

***HINT**: Highlight the Invoicing Transaction Work table from the list of Report Table Relations and click the **New** button to add the relationships one at a time. If it is necessary to link tables to a different table, highlight that table, and then click the **New** button to add the relationship.*

5. From the Report Table Relationships window, link the following tables to the Invoicing Transactions Amounts Work table:
   - Item Master
   - Invoicing Line Comments
   - Invoicing Serial and Lot Number Work

   Each of these tables will be linked from the Invoicing Transactions Amounts Work table.

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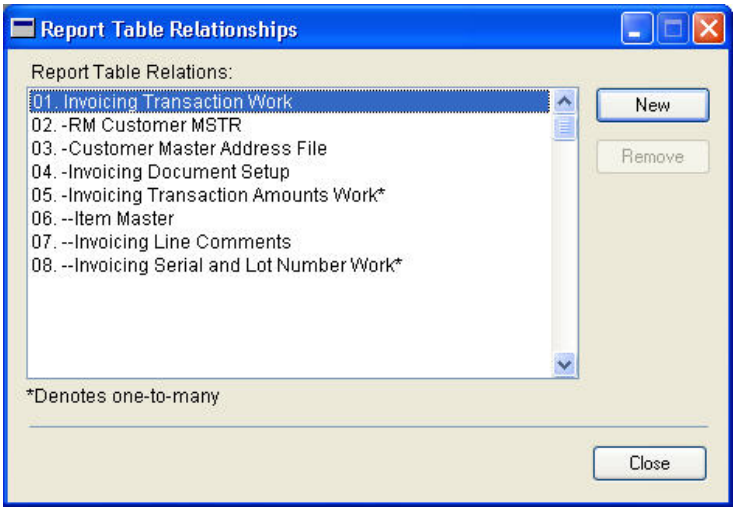
When you finish linking the tables, the Report Table Relationships window should look like the following illustration.



6. Close the Report Table Relationships window.

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

Lab 4.2 – Additional Headers and Footers

Company: Fabrikam, Inc.

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

Challenge Yourself!

1. Create a new report using the following information:

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

***HINT**: To access all the fields you use on the report, add a table to the report.*

2. Create an additional header and footer using the following information:

Header Name	User ID
Footer Name	Company Count
Records Per Report Body	0
Print when field changes:	
Report Table	User-Company Access
Field	User ID

3. Begin creating the layout of the report by adding fields, field labels, and titles to the report.

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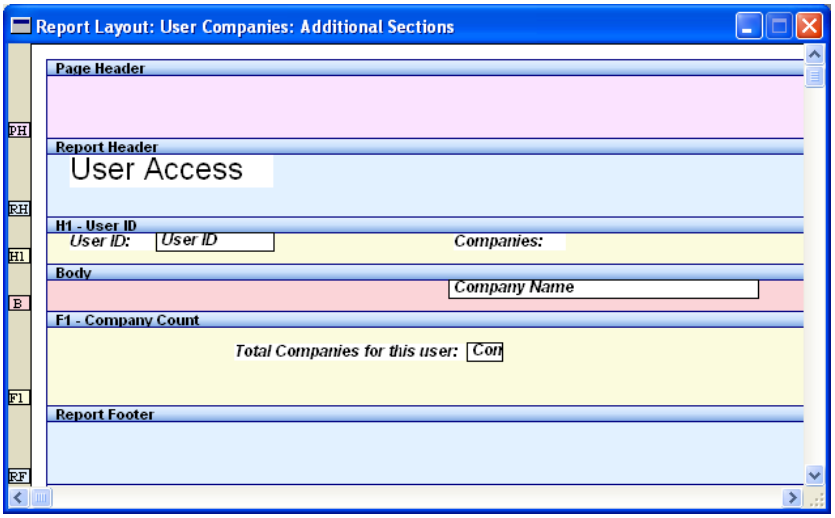
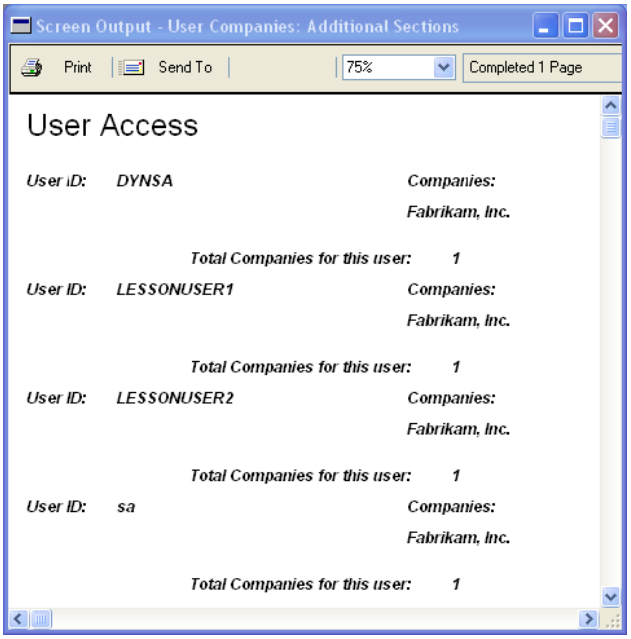
The layout should resemble this illustration when it is complete.



***HINT**: To create a field that counts the number of companies, add the Company Name to the additional footer section and change the Field Type. Resize it to an appropriate size.*

***HINT**: The font for the Report Header is Helvetica 24 and the rest of the report is Helvetica 12 – bold and italic.*

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



Lab 4.2 – Additional Headers and Footers

Company: Fabrikam, Inc.

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

Need a Little Help?

1. Launch Report Writer from the **Customize** option on the **Tools** menu.
2. Create a new report making the following entries in the Report Definition window:

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

3. To access all the fields you use on the report, add one more table to the report. Open the Report Table Relationships window to add the Company Master table to the list.
4. Open the Report Layout window.
5. Create an additional header and footer using the Report Section Options window:

Header Name	User ID
Records Per Report Body	0
Print when field changes:	
Report Table	User-Company Access
Field	User ID
Footer Name	Company Count
Records Per Report Body	0
Print when field changes:	User-Company Access
Report Table	
Field	User ID

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6. Begin creating the layout of the report by adding the following fields from the tables listed:

User-Company Access	User ID
Company Master	Company Name

Position the Company Name to the right of the **User ID** field.

7. Create a field that counts the number of companies each user has access to. To do this, add the Company Name to the additional footer section. Place it below the first **Company Name** field that you placed in the body of the report.

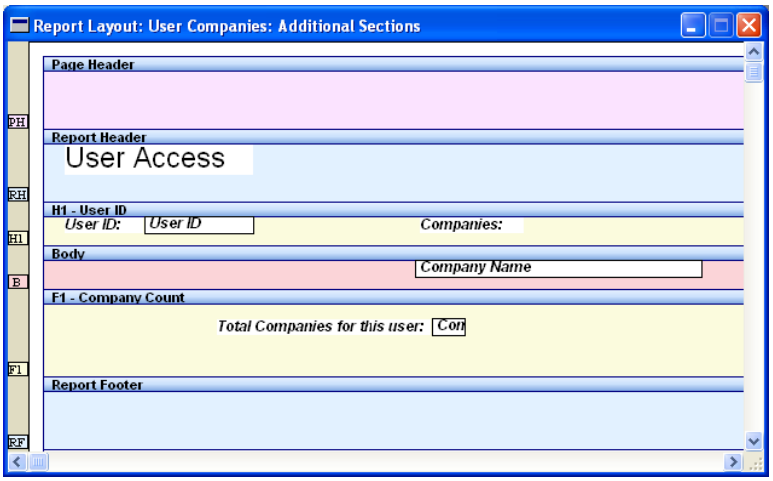
8. Using the Report Field Options window or by double-clicking on the field in the report layout set the Field Type to Count for the **Company Name** field**.** Since the field only requires two or three spaces to print, resize it to an appropriate size.

9. Use the text tool to make a title for the report and labels for each of the three fields you added to the report layout. Position the report title in the report header and the labels to the left of each field.

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

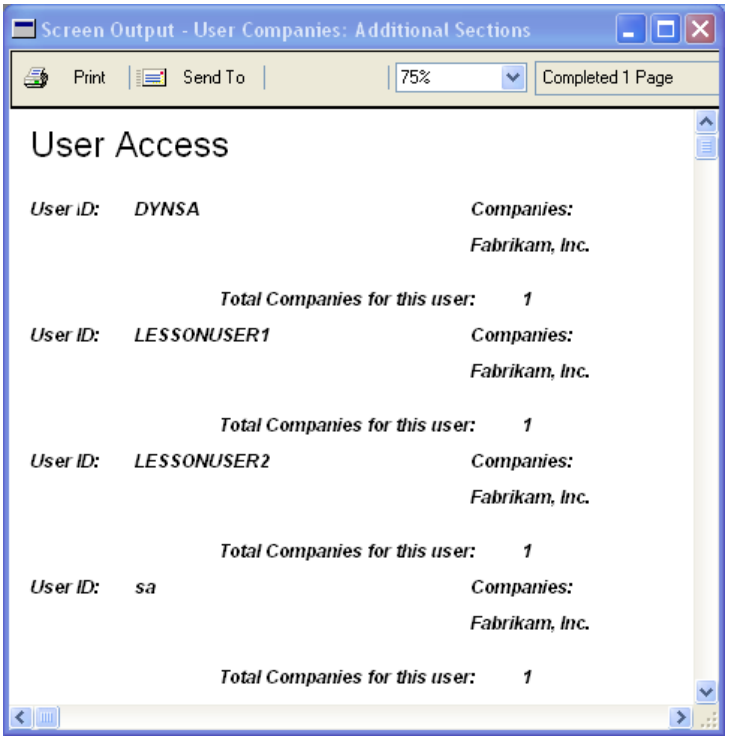
10. Change the font to Helvetica 24 point for the RH section of the report and Helvetica 12 point - bold and italic for the rest of the report sections.

11. Resize the report sections so they are similar to the illustration shown below. The layout should resemble the following illustration.



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

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



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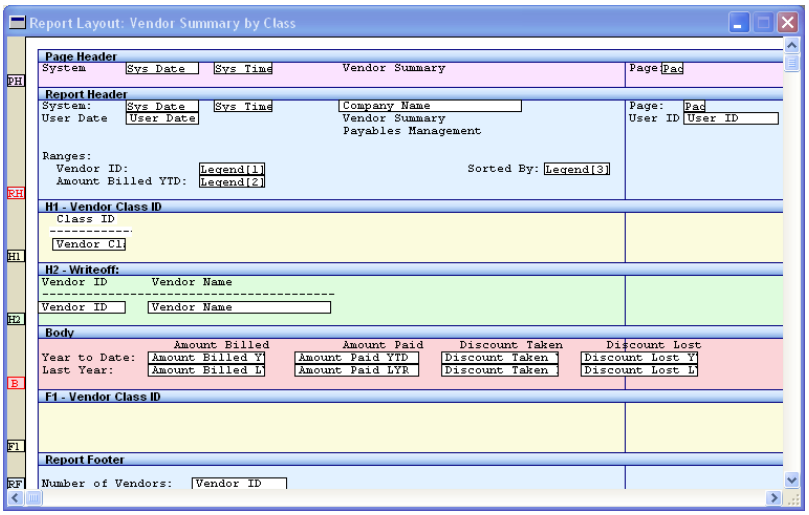
Lab 4.3 – Additional Headers and Footers

Company: Fabrikam, Inc.

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

Challenge Yourself!

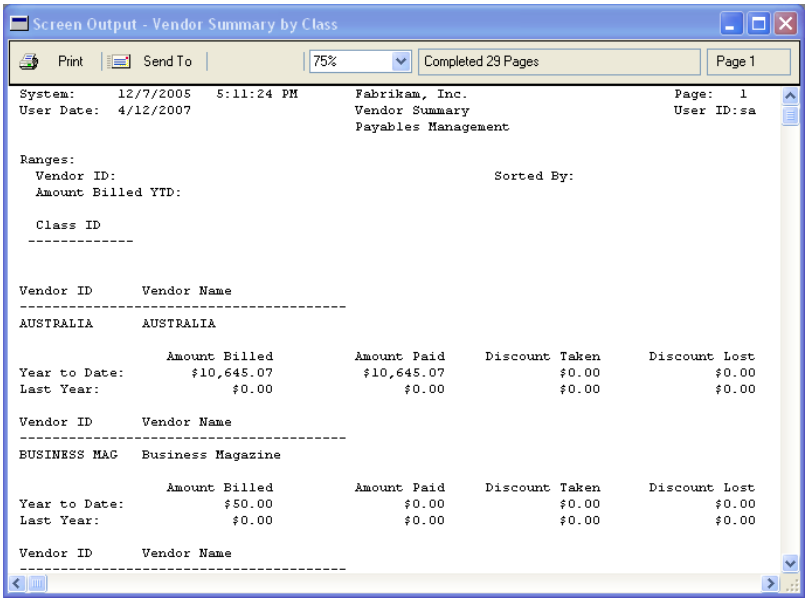
1. Modify the Vendor Summary report and enter Vendor Summary by Class as the new report name.
2. Create a sorting method for the report so the information on the report prints in order of vendor class. If the vendor class is the same for multiple vendors, the vendor information then prints in alphabetical order.
3. Create an additional header and an additional footer that prints only when the Vendor Class changes.
4. Make sure there is a page break before each new Vendor Class.
5. Add fields and labels where necessary. When complete, the layout should resemble the following illustration.



6. Print the report to the screen using the Report Writer. Notice that each different Vendor Class ID appears at the top of a new page of the report.

7. The screen output should look similar to the following illustration.

NOTE: *Vendors not assigned to a class print first on your report. Page down to see Vendors by class.*



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Lab 4.3 – Additional Headers and Footers

Company: Fabrikam, Inc.

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

Need a Little Help?

1. Launch Report Writer and make a secondary copy of the Vendor Summary report.
2. Enter Vendor Summary by Class as the new report name.
3. Create an additional sorting method using the following information:

1st Sort	Vendor Class ID of table
2nd Sort	Vendor ID of table PM

4. Open the Report Layout window.
5. Create an additional header and an additional footer using the new sorting option you added to the report. Make sure there is nothing highlighted in the Report Section Options window before clicking the **New** button.
6. Create an additional header using the following information, and then click **OK** to close the window:

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

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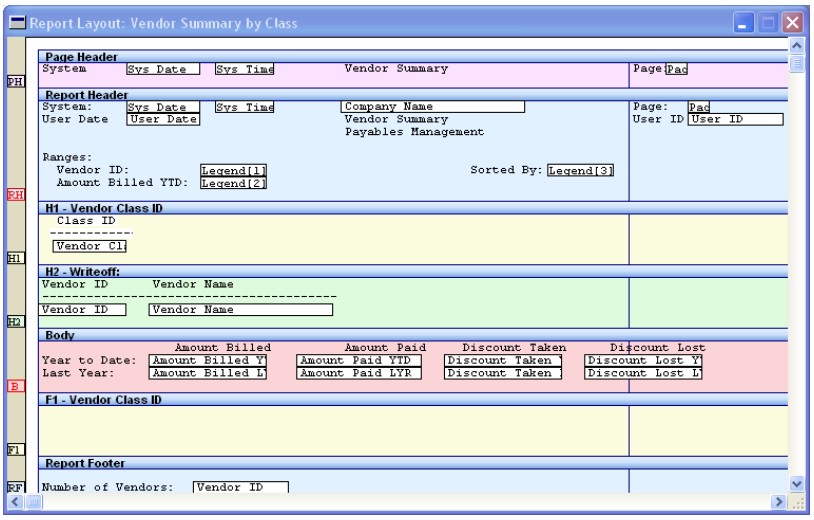
7. Create a new additional footer, using the following information, and then select **OK** to close the window:

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

8. Add the **Vendor Class ID** field to the H1 section of the report.
9. Insert a field title in the additional header section of the report along with a dotted line to separate the field title and the field. When complete, the layout should resemble the following illustration.



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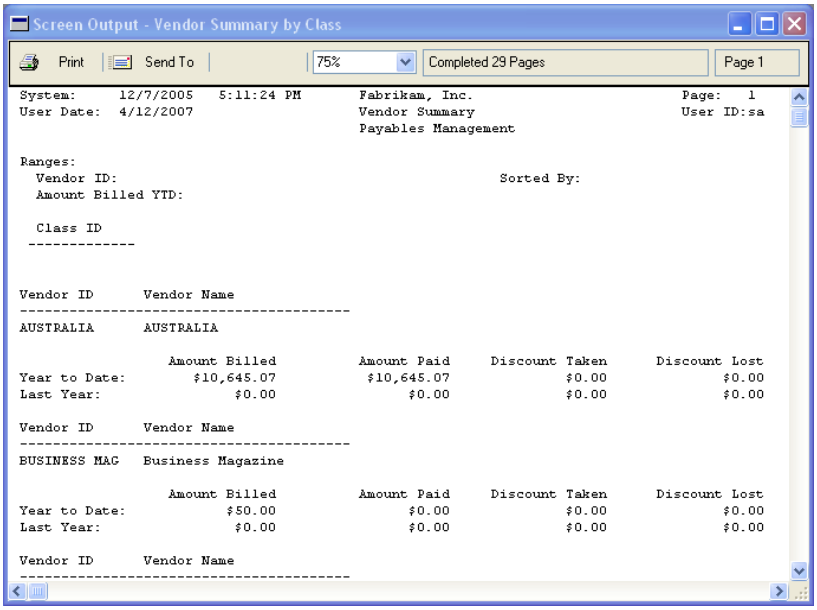
10. Print the report to the screen using the Report Writer. The screen should look similar to the illustration. Notice that each different Vendor Class ID appears at the top of a new page of the report.

NOTE: *Vendors not assigned to a class print first on your report. Page down to see Vendors by class.*



Conclusion

Linking Tables, Additional Headers and Footers

Some key points to remember from this chapter include:

- Tables in Report Writer can be linked using a "tree" or "daisy chain" method
- Most table links are already defined in the application
- Two types of links are possible in Report Writer; one-to-one and one-to-many
- A one-to-one relationship means that for every record in the primary table, there is one corresponding record in the secondary table
- A one-to-many relationship means that for every record in the primary table, there can be more than one record in the secondary table
- The maximum number of sequential links you can create for a report is 15
- Only five consecutive one-to-many links can exist for a report
- Only one branch of one-to-many links can be created
- Additional headers are usually used to group data on a report together
- Additional footers are usually used to quantify or total groups on a report
- Sorts are critical when setting up additional headers and footers

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Quick Interaction: Lessons Learned

Take a moment to write down three Key Points you have learned from this chapter:

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2.

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3.

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