CHAPTER 1: REPORT WRITER OVERVIEW

Training Objectives

Actively participating during this chapter helps you learn:

- The features and benefits of using Report Writer
- The advantages and disadvantages of the different setup configurations available for Report Writer
- How to use the Reports Dictionary
- Basic terminology used in Report Writer
- The difference between primary and secondary copies of reports
- How to restrict access to reports using the security options within the Microsoft Dynamics™ GP application
- The available printing and format options when generating reports in Microsoft Dynamics GP and Report Writer

Introduction

Welcome to Report Writer, an integral component of the Microsoft Dynamics GP financial management systems. Even if you have never used a computerized reporting application, you will likely find Report Writer both easy to learn and easy to use. Report Writer allows you to customize existing reports and create custom reports using data from the Microsoft Dynamics GP application.

If you have used a graphics drawing program before, you will be familiar with many of the design tools you can use to design reports in Report Writer. Its simple yet sophisticated interface is intuitive and flexible, making it easy to create reports that can meet the needs of your business.

Report Writer is available to everyone since it is purchased with the System Manager module. Report Writer does not require any additional installation; it is automatically installed when Microsoft Dynamics GP is installed.

Report Writer can be accessed from the Tools menu on the main window of the Microsoft Dynamics GP application. Select Customize from the Tools menu to access Report Writer. The keyboard equivalent to access Report Writer is ALT + F9.

You can access additional information about Report Writer from the Help menu in the Microsoft Dynamics GP application. When in the Report Writer application, a user's guide can be accessed by selecting the Printable Manuals menu option from the Help menu.

Features and Benefits

Report Writer helps you create customized reports to meet specialized needs of your business. You can accomplish the following with Report Writer:

Customize Microsoft Dynamics GP Reports

Most Microsoft Dynamics GP reports can be modified to suit specialized needs or goals using Report Writer. You can create reports similar to the ones included with the application, but modified according to specific reporting needs. Since Report Writer is the same application used to create the reports included with Microsoft Dynamics GP, you can give all reports the same look and feel of the originals. Use fonts, colors and graphics to design the report's appearance to meet your specifications.

Create Custom Reports

Report Writer allows you to create reports that draw data from any area in the Microsoft Dynamics GP system. As with modified reports, you can make the report look exactly as desired, using fonts, color and graphics.

Customize Reports for Individual Users

Users can be assigned access to either an original report shipped with Microsoft Dynamics GP or its modified copy. Access to custom reports can be set by user class or by individual user.

Print Reports

All of the reports you modify or create with Report Writer can be printed within the accounting system or from Report Writer and can be exported, published, and printed in either graphics or text mode.

Reports can be exported in four formats:

- Text
- Comma-separated values
- Tab-delimited values
- Hypertext markup language (HTML)

These output formats allow the information in the report to be further modified and customized in many productivity applications such as spreadsheets, databases, Web browsers and graphics programs.

Report Writer can create two types of printed output:

- Graphics mode – For high quality output with font control, picture printing, and color output capabilities
- Text mode – For fast output when printing speed is more important than the output format

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Use Multiple Data Tables in a Report

Report Writer can draw information from multiple data tables and include that information on the same report. This capability allows you to create reports that draw information from many different Microsoft Dynamics GP modules and series simultaneously.

Tables that can be linked to any given table are predetermined, so linking is a simple process. Simply view the list of tables that can be linked and make your selections. In addition, you can define table relationships and determine which other tables can be linked by the type of relationship used.

Create Restrictions

Report Writer can create restrictions that limit the amount of information that appears on a report. This enables you to print only the information needed. Restrictions can be simple, such as listing only customers in a particular state, or as complex as necessary, listing only customers in that state who have purchased a given item within a given period of time.

Create Calculations

Report Writer allows you to create calculations to be printed on reports. These calculated fields can be based on data in any of the data tables, as well as a set of variables and mathematical functions, providing almost unlimited capabilities. Calculations can be as simple as adding the value of two fields or as complex as creating a calculation based on other calculated fields.

Create New Sorting Methods

You can sort reports by fields in any of the report's tables, whether or not the fields are part of the report. This capability allows you to focus on the part of the report that is most important, presenting the data in the order needed.

Select whether to sort in ascending or descending order, which allows the creation of "top 10" reports, such as the customers with the 10 largest balances or any number or type of records.

Limit Access to Reports

The Security Setup window in Microsoft Dynamics GP System Manager allows you to specify whether users have access to each report, as well as whether they have access to each data table in the system.

Users can create reports using tables that they do not have access to, but they cannot print the reports. Primary and secondary reports and their unique security options allow flexibility to the user when printing modified reports.

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Using the Reports Dictionary

All the resources used by the Microsoft Dynamics GP system, such as fields, tables, forms, windows, pictures and text, are stored in a single file – a dictionary. To ensure data integrity, each change made with Report Writer is saved in a separate dictionary file. Microsoft Dynamics GP uses the dynamics dictionary table (DYNAMICS.DIC) to store all of the information about itself.

A new dictionary file (REPORTS.DIC) is automatically created when accessing Report Writer the first time. The reports you create, whether copying an original Microsoft Dynamics GP report or creating a custom report, are stored in that Reports dictionary. The Reports dictionary contains the information needed to store and print your modified reports.

When modifying a Microsoft Dynamics GP report, you actually make a copy of it and modify the copy. The original report remains the same, and the modified copy is stored in the Reports dictionary.

The Reports dictionary can be stored in one of two places: on each individual workstation or on the file server. The location you store the Reports dictionary is specified in the launch file (DYNAMICS.SET), which is in the application's folder on each workstation.

The following illustration shows a few of the lines of content from a typical DYNAMICS.SET file for the Microsoft Dynamics GP application. This is not a complete file; it is just being used for illustration purposes.

```
Microsoft Dynamics GP
Windows
:C:Program Files/Microsoft Dynamics GP/Dynamics.dic
:C:Program Files/Microsoft Dynamics GP/Forms.dic
:C:Program Files/Microsoft Dynamics GP/Reports.dic
```

The launch file points to where the application looks for the appropriate dictionary. The Dynamics dictionary stores all the code necessary to run the application. The Forms dictionary stores modifications made using the Modifier application. The Reports dictionary stores modifications made using Report Writer. Currently, in this example, the application looks for the Reports dictionary on the local drive. This file can be edited using the Edit Launch File window within Microsoft Dynamics GP.

Modified reports for products that integrate with Microsoft Dynamics GP are stored in a separate Reports dictionary for each product. The names and locations for these Reports dictionaries and the locations where they are originally installed are determined by the location listed in the launch file.

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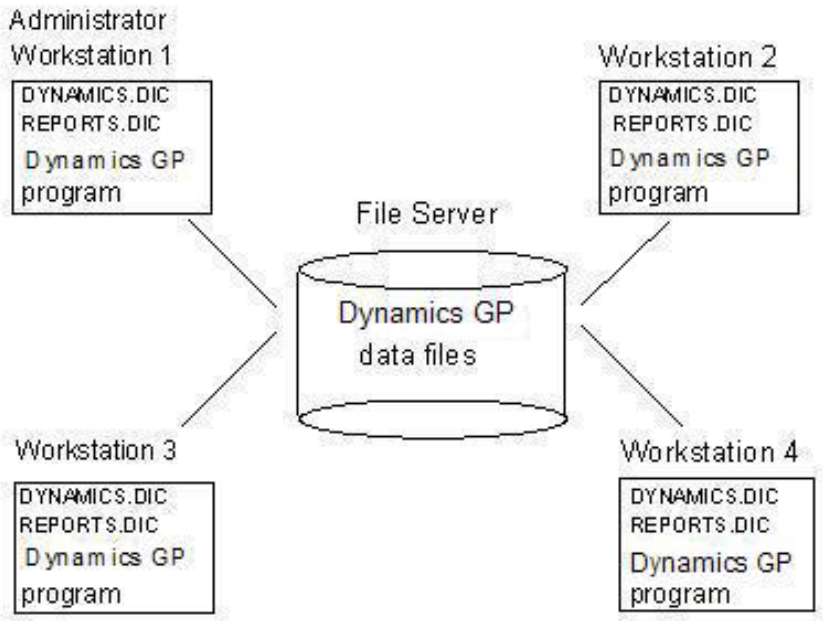
Storing Modifications at Workstations

If you specify in the DYNAMICS.SET file to look locally for the Reports dictionary, Microsoft Dynamics GP looks in your application folder on the workstation for a Reports dictionary file when going into the Report Writer application.

If Microsoft Dynamics GP does not find a Reports dictionary at that location, it creates one. This is how the Reports dictionary is created the first time Report Writer is accessed. If Microsoft Dynamics GP finds a Reports dictionary, that dictionary is used to store any changes made with Report Writer.

In the following illustration, an administrator with access to the Report Writer (Workstation #1) can create modified and custom reports for users at Workstations #2 and #3 by copying that Reports dictionary (REPORTS.DIC) to each of those workstations' hard disks. The administrator then creates another Reports dictionary file with modified and custom reports especially for the user at Workstation #4:



Storing the Reports dictionary on each workstation allows you to customize Microsoft Dynamics GP reports for each user. It also increases performance when printing modified reports since you do not have to access the file server to use the Reports.dic file. Storing the Reports dictionary also gives the flexibility of having different reports for each individual user in the Microsoft Dynamics GP system. If using multiple Reports dictionaries, keep in mind that users may create different reports in their Reports dictionaries.

If one user wants to print a report that is contained in another user's Reports dictionary, select one of the following options.

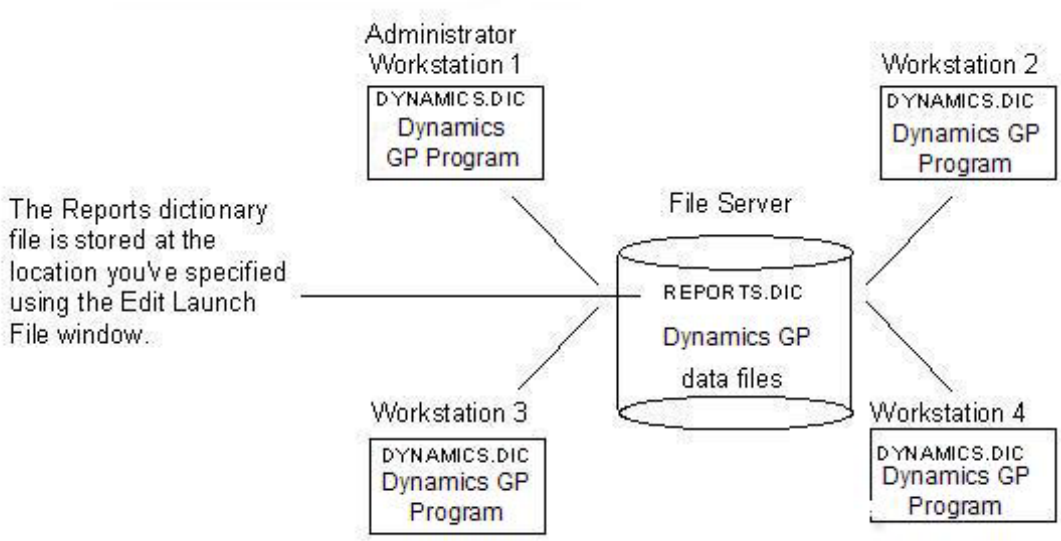
- Transfer an individual report from one Reports dictionary to another Reports dictionary using the package file feature found by navigating to TOOLS→CUSTOMIZE→CUSTOMIZATION MAINTENANCE.
- Edit the Microsoft Dynamics GP launch file to specify a different Reports dictionary. (From the Microsoft Dynamics GP Tools menu, go to SETUP→SYSTEM→EDIT LAUNCH FILE. Use the Edit Launch File window to specify the location of the Reports dictionary being used.)

HINT: *You can create several launch files, each containing a different Reports dictionary location, and use the appropriate launch file to start Microsoft Dynamics GP. Refer to the Microsoft Dynamics GP online help for information about using multiple launch files and about how to set up Report Writer to be single-user or multi-user.*

HINT: *To create more than one Reports dictionary file, remove the existing file from its default location; a new file is created the next time you enter Report Writer. Changes stored in the original Reports dictionary file do not appear in Microsoft Dynamics GP until it is placed back in its default location.*

Storing Modifications on a Network

If you specify in the DYNAMICS.SET file to look on the file server for the Reports dictionary, Microsoft Dynamics GP looks in the application folder on the file server for a Reports dictionary when switching into the Report Writer application. If Microsoft Dynamics GP does not find a Reports dictionary at that location, it creates one. If Microsoft Dynamics GP finds a Reports dictionary, it is used to store any changes made with Report Writer.



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In the preceding illustration, an administrator with access to the Report Writer (Workstation #1) can create modified and custom reports for all users in the accounting system by setting access to modified and customized reports using system security. To set access to modified and any custom reports, enter the Microsoft Dynamics GP system and use either the User Class Setup or the Security Setup windows to grant access to the reports.

HINT: *If you store the Reports dictionary at a network location, be sure to use the Edit Launch File window to "point" each workstation to the location of the dictionary.*

In the preceding illustration, an administrator with access to the Report Writer (Workstation #1) can create modified and custom reports for all users in the accounting system by setting access to modified and customized reports using system security. To set access to modified and any custom reports, enter the Microsoft Dynamics GP system and use either the User Class Setup or the Security Setup windows to grant access to the reports.

A major benefit of storing a Reports dictionary on the file server is that the file is easier to maintain, since changes made to reports are reflected for each user granted access to those reports.

HINT: *If the Reports dictionary is stored on a network drive, only one person can access the Reports dictionary at a time.*

Launching Report Writer

Report Writer and Microsoft Dynamics GP are two separate applications that work together to produce reports. Report Writer draws the information from your Microsoft Dynamics GP system's data tables and prints the information on the reports.

Report Writer allows you to take existing reports, modify them, and then print them using Report Writer or in Microsoft Dynamics GP. This provides flexibility when presenting financial information to internal and external customers of your company.

All of the information in your system, regardless of the series or company, can be placed on reports and printed using Report Writer or Microsoft Dynamics GP; however, information can be pulled from only one company at a time. Using table links, information can be displayed from different tables on the same report.

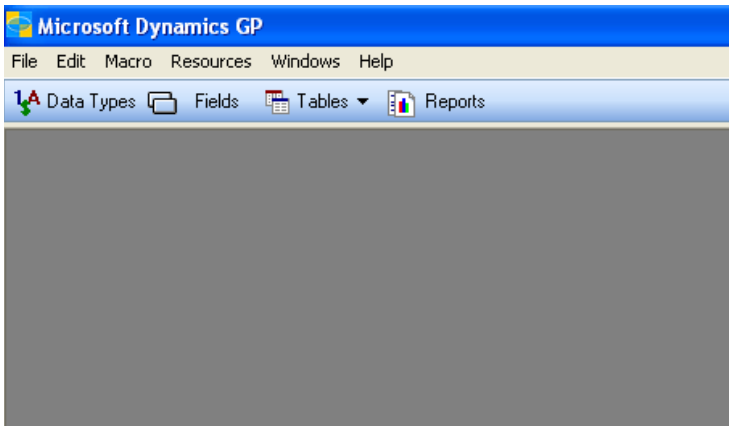
To switch to Report Writer, select Report Writer from the Customize option on the Tools menu or type ALT + F9. The Report Writer menu appears. To modify or create reports, click the **Reports** button and the Report Writer window appears, displaying all reports in the Microsoft Dynamics GP system.

HINT: *You can also switch to the Report Writer application by printing an existing report to the screen within Microsoft Dynamics GP and selecting* ***Modify Current Report*** *(or use the keyboard equivalent of CTRL + F9) from the* ***Customize*** *option on the* ***Tools*** *menu or click* ***Modify*** *on the output tool bar. This switches you to the Report Writer application and also opens the Report Layout window for the current report.*

Original Microsoft Dynamics GP reports are stored in the DYNAMICS.DIC file and are displayed in the Original Reports list on the left side of the Report Writer window; modified and custom reports are stored in the REPORTS.DIC file and are listed on the right in the Modified Reports list.

The Report Writer Main Menu

When opening the Report Writer application in Microsoft Dynamics GP, the Report Writer's main menu looks like this:



The menu bar includes operating system menu selections and menu selections for displaying information about Microsoft Dynamics GP resources and Report Writer online documentation. Macros also can be created and launched from the menu bar.

Report Writer and Microsoft Dynamics GP are two separate applications. The **File** menu includes a link back to the Microsoft Dynamics GP application and also provides access to table, field, and window descriptions. These options are helpful for finding where data is located in Microsoft Dynamics GP.

The main menu of Report Writer also includes a toolbar where you select to display information about Microsoft Dynamics GP data types, fields, tables and reports. The **Reports** button window is often referred to as the main window of Report Writer because this window is used to modify and create Microsoft Dynamics GP reports.

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Refer to the following tables for additional information about each menu and toolbar option.

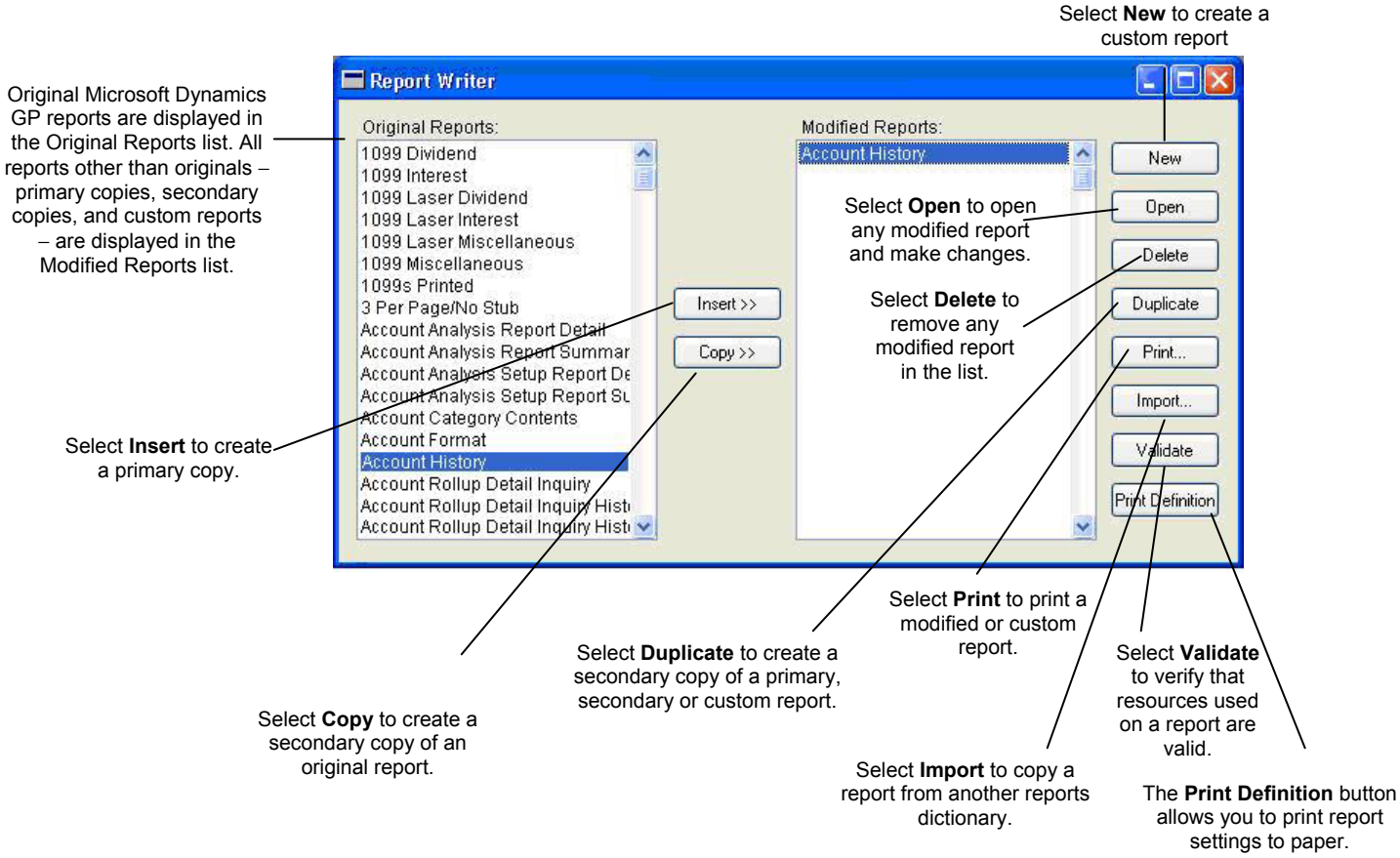
Toolbar	Functions
Data Types	Displays a list of all data types in the Microsoft Dynamics GP system. You can view information about a data type, change a data type, text and picture values, and change the format used by a data type.
Fields	Displays a list of all fields in the Microsoft Dynamics GP system. You can view information about a field and change a data type used by a field.
Tables	Displays a list of all tables in the Microsoft Dynamics GP system. You can display a selected table's definition and view information about the table.
Reports	Displays the Reports window. This window displays all the reports in the application. You can insert original reports in the list of modified reports and then view the reports windows and each report's layout.

Menu Bar	Report Writer Functions
File	Quit Report Writer by selecting **Exit** or **Quit**, or return to Microsoft Dynamics GP by selecting Microsoft Dynamics GP. Print a report of all dictionary resources by selecting Generate Resource Reports. A prompt asks for a file name and location for the report.
Edit	Place selected text on the clipboard by selecting **Copy**, or paste the contents of the clipboard in a report layout by selecting **Paste**. Remove objects by selecting **Clear**.
Macro	Macros allow you to record mouse clicks and keyboard entries and play them back at a later time. Refer to the System Manager training manual for additional information about how to use macros.
Resources	Display a list of selected Microsoft Dynamics GP resources. From the list, view additional information about a selected resource. For example, if you want to view a list of the formats Microsoft Dynamics GP uses, select **Formats** from the **Resources** menu. Select a format from the list and select **Open** to display the Format Definition window.
Windows	Select an open window in Report Writer. All windows currently open in the Report Writer appear in this menu.
Help	Use to access the online documentation available for Report Writer.

Report Writer Window

When opening Report Writer (select **Customize**, then Report Writer from the **Tools** menu), the Report Writer main window appears. Click the **Reports** button on the toolbar to make the Report Writer window appear.

This window displays all Microsoft Dynamics GP reports and any modified or custom reports. Original Microsoft Dynamics GP reports are displayed in the Original Reports list on the left and modified and custom reports are listed on the right in the Modified Reports list, as shown below. The illustration also shows each button and its functionality.



This window is often referred to as the main window of Report Writer. Custom reports are created by clicking **New**. Create copies of Microsoft Dynamics GP reports by selecting a report in the Original Reports list and clicking **Insert** or **Copy.** Copies can be customized using Report Writer. Copies of modified reports can also be created using the **Duplicate** button. The different types of reports are discussed on the following pages.

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Types of Reports

With Report Writer, reports can be created a number of different ways. As mentioned previously, you can make one copy of an original Microsoft Dynamics GP report and modify it. This copy is called the "primary copy," since only one can be created. If another copy of the report is needed create "secondary copies," which are copies of the original or primary copy.

Custom reports can be created by starting from an empty report layout and making additional copies of those reports. All these reports can be printed from both Report Writer and the Microsoft Dynamics GP system. An exception to this is if the report uses a temporary table. If this is the case, you must print the report from Report Writer because temporary tables are not created or updated in Report Writer.

Original Reports

Original reports are those provided with your Microsoft Dynamics GP system. These reports were designed to give information that most businesses are likely to use. Reports provided with products that integrate with Microsoft Dynamics GP are also considered original reports, and can be modified the same as Microsoft Dynamics GP reports.

HINT: *The report names in the Original Reports list sometimes differ from the names used to refer to the same reports in Microsoft Dynamics GP.*

HINT: *Several methods can be used to determine the name of the original report. You can print the report to the screen in Microsoft Dynamics GP; the name appears on the screen output window tool bar. Or with the report on screen, select* ***Modify*** *or CTRL + F9 to Modify the Current Report (this option is located on the* TOOLS→CUSTOMIZE *menu). The report layout automatically opens for the current report. The report name can also be found in the online help, or you can refer to the individual training manuals for each module that provide additional information about reports.*

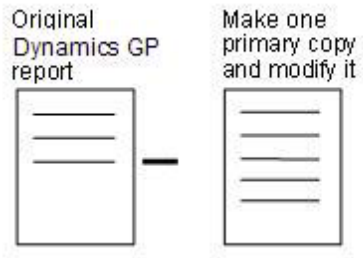
Original reports are shown in the Original Reports list in the Report Writer window. Reports that have been modified as well as custom reports created using Report Writer appear in the Modified Reports list.

If working with reports from another product, the lists display that product's original and modified reports. When switching to the Report Writer application from Microsoft Dynamics GP, you can make a selection as to which product's reports to modify.

When using Report Writer to change original reports, start by making a copy of the original report you want to change. That copy can be a primary copy or a secondary copy.

Primary Copies

When modifying a Microsoft Dynamics GP report by selecting the **Insert** button, you create its primary copy and make changes to the copy.

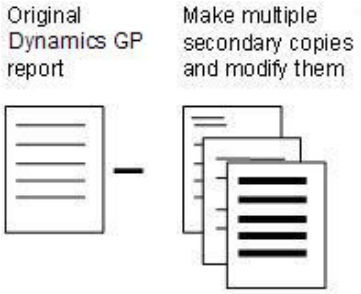


Some restrictions apply to modifications of the primary copy: the main data table from which the report draws its information cannot be changed, although you can add tables by linking them to the main table. And although only a primary copy can be made, it can be substituted for the original report and printed in Microsoft Dynamics GP using the same sorting and restricting capabilities used with the original report.

If you have already created several printing options sorted by different fields and including different parts of the original report, use the same options to print the primary copy. You must grant access to primary reports before they are available to users in Microsoft Dynamics GP.

Secondary Copies

To make several copies of an original Microsoft Dynamics GP report, you can make secondary copies as well as primary copies. Secondary copies have a different name than the original Microsoft Dynamics GP report and can be more extensively modified. Multiple secondary copies can be created. Microsoft Dynamics GP users automatically have access to print secondary reports.



Secondary copies can be printed using Microsoft Dynamics GP, but without the same sorting and restricting options used with Microsoft Dynamics GP reports and primary copies. They can be printed by selecting the **Customized** option from the **Reports** button on the Microsoft Dynamics GP toolbar, but the sorting and restricting of the report must be done within Report Writer.

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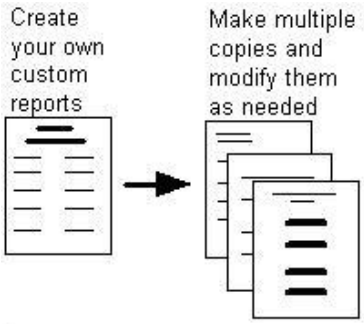
You can make multiple secondary copies and modify each of them as desired. For example, if you frequently need to print a report sorted in three different ways, you can create three different versions of the report and create a different sorting method for each.

HINT: *You cannot make secondary copies of reports that use temporary data tables. The* ***Copy*** *and* ***Duplicate*** *buttons are dimmed for original reports that use a temporary table.*

Custom Reports

With Report Writer, you can create reports completely from scratch, designing them according to your particular specifications. You can make additional copies of these custom reports as well. Microsoft Dynamics GP users automatically have access to custom reports. These are printed by selecting **Customized** from the **Reports** button.



Imported Reports

Imported reports are transferred from another Reports dictionary. If someone else has created or modified a report based on the same dynamics dictionary (DYNAMICS.DIC) you are using, simply copy their report to your Reports dictionary – do not re-create the report in your reports dictionary (REPORTS.DIC).

The Reports dictionary that you are copying from (also called the source dictionary) can contain primary copies, secondary copies and custom reports. The reports you import from the source dictionary retain the properties associated with the report being copied. For example, primary copies in the source dictionary work like primary copies in the destination dictionary. Similarly, secondary copies still work like secondary copies.

It is important that both the source dictionary and the destination dictionary be based on the same version of the dynamics dictionary. If they are not, the reports may not be imported correctly. Use the Customization window to import and export reports between dictionaries. This is the recommended option when using Release 6.0 or later of Microsoft Dynamics GP.

Buttons on Report Writer Window

Button	Functions
Insert	Make a primary copy of a Microsoft Dynamics GP report by highlighting the original Microsoft Dynamics GP report to copy and selecting **Insert**. This button applies to reports in the Original Reports List.
Copy	Make a secondary copy of an original Microsoft Dynamics GP report by highlighting the original Microsoft Dynamics GP report to copy and selecting **Copy**. This button applies to reports in the Original Reports List. It is dimmed if the original report does not allow a secondary copy to be made.
New	Create a custom report by selecting **New**. If this option is selected, the starting point is a blank report.
Open	Make changes to any modified report by highlighting the report to change from the Modified Reports list and selecting **Open**. This button applies to reports in the Modified Reports list.
Delete	Delete any modified report by highlighting the report to delete from the Modified Reports list and clicking **Delete**. A message displays warning you that all changes to the report will be removed. Click **OK** to remove the modified report. This button applies to reports in the Modified Reports List.
Duplicate	Create a secondary copy of a primary, secondary or custom report by highlighting the report and clicking **Duplicate**. This button applies to reports in the Modified Reports List. It is dimmed if the original report does not allow a secondary copy to be made.
Print	Print a modified or custom report from this window by selecting the report from the Modified Reports list and clicking **Print**. This button is dimmed if the selected report uses a temporary table (it must be printed from Microsoft Dynamics GP).
Import	Copy a report from another Reports dictionary by selecting **Import**. It is recommended that you use the Customization Maintenance options if using R6.0 or later.
Validate	Verify that the selected report contains valid references to table fields by selecting **Validate**. Validate reports after installing a Microsoft Dynamics GP update. The Validation Results window displays messages that indicate whether the report contains invalid references.
Print Definition	Click **Print Definition** to print a report with text descriptions of your report definition including calculation fields, restrictions, and layout positioning.

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Report Writer Security

After creating a modified or custom report, specify which Microsoft Dynamics GP users may use the report before the reports can be printed from the Microsoft Dynamics GP system. A user must have access to the original report before they can print the primary copy. If access has been granted to the primary copy, then the primary copy is printed, not the original.

Secondary copies and custom reports can be used in addition to or instead of original reports and primary copies. All users have access to secondary copies and custom reports as soon as the reports are created. If you do not want some users to print the reports, deny them access.

Access for individual users and for user classes is set in the Security Setup and User Class Setup windows in the Microsoft Dynamics GP system. Some of your reports may contain sensitive information or may not be relevant to the tasks some employees perform. In either case, you may want to deny access to some reports.

Granting Access to a Report

You must set access to a primary copy to print it in Microsoft Dynamics GP. Primary copies of a report are printed instead of the original report. All secondary copies, as well as custom reports, can be printed in Microsoft Dynamics GP without first setting access to them.

HINT: *You must have access to the original report to grant access to the primary copy.*

Primary Copies

To print a primary copy from the Microsoft Dynamics GP system, you must substitute it for the original report by setting access to it for each class or individual user who will be printing the report. You may not want all users to have access to every report, since some reports contain sensitive information, such as account balances or passwords.

By default, users will not have access to primary copies of reports. Grant access to users using the Security Setup or User Class Setup windows. Each user can have access to only one version; however, they can always return to the original report if necessary. This can be done by removing access to the primary copy.

HINT: *Some reports, like posting journals, use temporary tables to generate some of the information printed on them. Since the Microsoft Dynamics GP system must create these temporary tables as part of the process of printing the report, these reports cannot be printed from Report Writer. You can still modify the report, but must use the Microsoft Dynamics GP system to print it.*

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Complete the following steps to set access to reports:

1. Verify that users who print the primary copy have access to its original version. Select TOOLS→SETUP→SYSTEM→SECURITY OR USER CLASSES to open the Security Setup or User Class Setup windows.
2. Select the appropriate user or class and the company, if using the Security Setup window.
3. Select Reports as the **Type** and specify the appropriate series. If the original report, displayed in the Access List, has an asterisk next to it, access has been granted; if not, double-click on it to grant access.
4. Select Modified Reports as the Type and select the appropriate series. Double-click on the primary copy to grant the user or user class access to it, instead of the original report. Select **Custom Reports** to access security options for secondary and custom reports.

   Once you have substituted a primary copy for its original, the primary copy is printed in the same report window as the original and can be printed using the same printing options. Secondary copies can be printed from the Custom Reports window.

Secondary Copies

Secondary copies of reports can be used in addition to, or instead of, an original report or its primary copy. You do not need to set access to these reports unless you want to deny some users, or a group of users, access to the reports. By default, users have access automatically to secondary copies of reports.

You may want to set user access to data tables, rather than each report. When denying a user access to a data table, they can create reports using the table, but cannot print the report.

Previewing a Report (Optional)

To ensure that the report appears the way you intended when it is printed, preview the report by printing it and displaying it on the screen. If the report appears with only text and graphic elements, there is no data in your data tables to be printed on the report.

If printing a graphics report, the graphics may not appear in the window, but are printed correctly to the printer or a file.

Highlight the report name in the Modified Reports list and click **Print**. The Report Destination window appears; check to be sure that only Screen is selected, and click **OK**. The Screen Output window appears, and, after the report has been generated, it appears in the window. Scroll to view the entire report, if necessary.

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Printing Modified and Custom Reports

Most reports, whether modified or custom, can be printed using Report Writer or the Microsoft Dynamics GP system. However, only the primary copy of an original report can be sorted and restricted using the same Microsoft Dynamics GP windows used to print the original.

If substituting the primary copy of a report for its original, it appears in the same reports window as the original and can be printed using the same options. However, secondary copies and custom reports can be sorted and restricted only in Report Writer. When these reports are printed using the Microsoft Dynamics GP system, they are printed according to the settings made in Report Writer.

HINT: *You cannot print custom or modified reports from the Microsoft Dynamics GP system if another user is currently accessing Report Writer. Only one user can use Report Writer at a time (unless users are accessing different reports dictionaries).*

When printing reports using the Microsoft Dynamics GP system, the reports are printed using data for the current company. When printing using Report Writer, the data is drawn from the company you used before switching to Report Writer. To print reports from Report Writer, select the report in the Modified Reports list in the Report Writer window and click the **Print** button.

HINT: *Microsoft Dynamics GP reports that use temporary tables (like posting journals) cannot be printed from Report Writer. The* ***Print*** *button is dimmed. You can still use Report Writer to modify them, but must print them within the Microsoft Dynamics GP system.*

To print primary copies from Microsoft Dynamics GP, first set access to the primary copy. Then use the same report windows used to print the original reports. To print secondary copies from Microsoft Dynamics GP, use the Custom Reports window (Select Reports and Customized).

Other Printing Options

Exporting Reports

Export any report by sending it to an export file, regardless of whether you are using Report Writer or Microsoft Dynamics GP to print it. The file format selected depends on how you use the file. The file format can be Text, Comma-Delimited, Tab-Delimited or HTML. If the read/write version of Adobe Acrobat is installed on your machine, you can also export files in a PDF format.

Copying Reports

An alternative to exporting is printing the report to the screen and copying it using standard copy-and-paste procedures. This technique may be useful if you want to paste it into a document without exporting it. The report appears in the document in tab-separated format.

Publishing and Mailing Reports

Microsoft Dynamics GP allows publishing reports and mailing reports via MAPI (Microsoft's Mail Application Program Interface) when printing reports to the screen. Refer to the System User's Guide for additional information.

Mailing Reports

To mail a text report to another user via MAPI, click the **Send To** button. Enter the mail address in the dialog box that appears and click **Send**. The report is sent as an attachment file to the mail destination selected in the dialog box. The report's Report Writer name appears in the subject line of the mail message.

HINT: *If your operating environment does not have MAPI enabled mail system, the* ***Mail*** *button is not available. In this case, you can send the report to a file, and then copy the file into your mail application. Mail reports as text files or in PDF format if you have the read/write version of Adobe Acrobat loaded.*

If using a 32-bit operating environment with MAPI capabilities, you can send reports via MAPI to anyone who is currently configured for a MAPI mailbox. The attachment file is saved with a .txt extension. The person receiving the report can use the application that is associated with this extension in Windows to view the file.

Review Types of Reports:

Report Type	Button to Create	# Copies	Set Access	Print From	Report Options
Primary	Insert	1	Must Grant	Microsoft Dynamics GP and Report Writer	Microsoft Dynamics GP and Report Writer
Secondary	Copy or Duplicate	No limit	Have Access	Microsoft Dynamics GP and Report Writer	Report Writer only
Custom	New	No limit	Have Access	Microsoft Dynamics GP and Report Writer	Report Writer only

*Imported reports work similar to the primary copies, secondary copies, or custom reports they are based upon.

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Lab 1.1 – Creating Copies

In this exercise, you create three modified reports:

- A primary copy of the Trial Balance Detail report
- A primary copy of the Blank Invoice Form
- A secondary copy of the Blank Invoice Form

The goals of this exercise are to introduce the differences between primary and secondary copies of reports and to introduce the differences between reports that use temporary tables and reports that do not.

Creating Primary Copies

1. After entering the Microsoft Dynamics GP system and selecting the lesson company and a lesson user, select Report Writer from the **Customize** option on the **Tools** menu. The Report Writer main menu appears.
2. Click the **Reports** button to open the Report Writer window where all original and modified reports are listed. Highlight Trial Balance Detail in the Original Reports list.

   Why is the **Copy** button dimmed?

3. Click the **Insert** button to insert the report into the Modified Reports list. Highlight the Trial Balance Detail report in the Modified Reports list.

   Why are the **Duplicate** and **Print** buttons dimmed?

   What happens if you try to insert another copy of the report?

Creating Secondary Copies

1. After entering the Microsoft Dynamics GP system and selecting the lesson company and a lesson user, select Report Writer from the **Customize** option on the **Tools** menu. The Report Writer main menu appears.
2. Click the **Reports** button to open the Report Writer window where all original and modified reports are listed. Highlight the Blank Invoice Form in the Original Reports list.

   Why are both the **Insert** and **Copy** buttons available?

3. Click the **Insert** button to insert the report into the Modified Reports list. Highlight the Blank Invoice Form report in the Modified Reports list. Note that the **Duplicate** and **Print** buttons are available for use with this report.
4. Click the **Copy** button to copy the Blank Invoice Form into the Modified Reports list. Name the report "Blank Invoice Form- copy" and click **OK**.

   Why did you need to give the copy of the Blank Invoice Form a unique name?

   Are you able to create additional copies of the report using the **Copy** button?

   Are you able to create additional copies of the report using the **Duplicate** button?

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Lab 1.2 – Granting Access and Printing Primary Copies

Company: Fabrikam, Inc.

Background Information: A user can print primary reports in Microsoft Dynamics GP or Report Writer unless the report uses a temporary table. If the report uses a temporary table, the report must be printed within Microsoft Dynamics GP to ensure the temporary table is created before the report is printed. Security access must be granted to the primary copy of the report to ensure that the original report will be replaced with the primary copy. In the first part of this section, you work with the Trial Balance Detail report, and then you look at the Blank Invoice Form.

Scenario: Since you have decided to modify the Trial Balance Detail Report and the Blank Invoice Form, you need to grant access to the modified reports before printing them from Microsoft Dynamics GP. Grant access to the reports to your User ID and print the reports. To begin this exercise, open Report Writer.

Challenge Yourself!

Trial Balance Detail Report

Granting Access to the Primary Copy

Grant the current user access to the Trial Balance Detail.

Printing the Primary Copy in Microsoft Dynamics GP

1. Make the following selections in the Trial Balance Report Options window:

Option	Option1
Include	Posting Accounts
Sort by	Account (Segment 2)
Subtotal by	No Subtotals
Year	Open and 2007
Ranges	Date
From	Enter Date and 01/01/07
To	Enter Date and 01/31/07

2. Insert the Date Range restriction into the **Restrictions** box.
3. Print the report to the screen; use the **Destination** button to verify that the report prints to the screen only.

Blank Invoice Form

Granting Access to the Primary Copy

Grant the current user access to the Blank Invoice Form.

Printing the Primary Copy in Microsoft Dynamics GP

1. Bring up a document in the Invoice Entry window.
2. Verify that the Invoice Format is Blank Paper.
3. Print the report to screen.

   Using the Screen Output window, how can you determine the Report Writer name for a Microsoft Dynamics GP report?

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Lab 1.2 – Granting Access and Printing Primary Copies

Company: Fabrikam, Inc.

Background Information: A user can print primary reports in Microsoft Dynamics GP or Report Writer unless the report uses a temporary table. If the report uses a temporary table, the report must be printed within Microsoft Dynamics GP to ensure the temporary table is created before the report is printed. Security access must be granted to the primary copy of the report to ensure that the original report will be replaced with the primary copy. In the first part of this section, you work with the Trial Balance Detail report, and then you look at the Blank Invoice Form.

Scenario: Since you have decided to modify the Trial Balance Detail Report and the Blank Invoice Form, you need to grant access to the modified reports before printing them from Microsoft Dynamics GP. Grant access to the reports to your User ID and print the reports. To begin this exercise, open Report Writer.

Need a Little Help?

Trial Balance Detail Report

Granting Access to the Primary Copy

1. Return to the Microsoft Dynamics GP system.
2. Access the Security Setup window.
3. In the Security Setup window, make the following selections:

User	Select the current User ID
Company	Select the lesson company
Product	Microsoft Dynamics GP
Type	Modified Report
Series	Financial

4. Grant the current user access to the Trial Balance Detail.

Printing the Primary Copy in Microsoft Dynamics GP

1. From the **Financial Reports** menu, select **Trial Balance**.
2. Create a new option to use when printing this report.

3. Make the following selections in the Trial Balance Report Options window:

Option	Option 1
Include	Posting Accounts
Sort by	Account
Subtotal By	No Subtotals
Year	Open and 2007
Ranges	Date
From	Enter Date and 01/01/07
To	Enter Date and 01/31/07

4. Insert the date restriction into the Restrictions list.
5. Ensure the destination for the report is the screen. Make sure the **Printer** check box is not selected.
6. Save your new option.
7. Close the Trial Balance Report Options window.
8. In the Trial Balance Report window, select Option 1 from the Options list and insert it into the Print List.
9. Print the report to the screen.
10. After the report has finished printing, close the Screen Output and Trial Balance Report windows.

Blank Invoice Form

Granting Access to the Primary Copy

1. Access the Security Setup window.
2. In the Security Setup window, make the following selections:

User	Select the current User ID
Company	Select the lesson company
Product	Microsoft Dynamics GP
Type	Modified Reports
Series	Sales

3. Grant the current user access to the Blank Invoice Form.
4. Save your selections.

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Printing the Primary Copy in Microsoft Dynamics GP

1. From the **Sales Transactions** menu, select **Invoice Entry**.
2. Click on the previous record browse button in the Invoice Entry window to bring up a document. If you have not made any previous entries in the Invoicing module, the document displayed is IVC23.
3. Select Extras and Options and then Document Format from the menu (on the menu bar) to open the Invoice Document Formats window.
4. Close the window.
5. Click the **Print** button.
6. Ensure the Destination for the report is the Screen.
7. Close the Report Destination window and print the report.
8. After viewing the report, close the Screen Output and Invoice Entry windows.

   Using the Screen Output window, how can you determine the Report Writer name for a Microsoft Dynamics GP report?

Lab 1.3 – Secondary Copies

Company: Fabrikam, Inc.

Background Information: A user can print secondary reports in Microsoft Dynamics GP or Report Writer. The user does not need to grant access to a secondary copy of a report because the original report is not being replaced; the secondary copy is printed from a different location within Microsoft Dynamics GP.

Scenario: The modified Blank Invoice Form is being used by Operations for invoicing. The Sales and Marketing department would like to use this invoice format also, but they need to make a few minor changes. Since Sales and Marketing only issue occasional invoices, you have decided to use the secondary copy of the Blank Invoice form that has previously been created. (Blank Invoice Form – copy)

Challenge Yourself!

Verifying Access to the Secondary Copy

Verify that you have access to the Blank Invoice Form – copy.

Printing the Secondary Copy in Microsoft Dynamics GP

Print the Blank Invoice Form – copy to the screen.

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Lab 1.3 – Secondary Copies

Company: Fabrikam, Inc.

Background Information: A user can print secondary reports in Microsoft Dynamics GP or Report Writer. The user does not need to grant access to a secondary copy of a report because the original report is not being replaced; the secondary copy is printed from a different location within Microsoft Dynamics GP.

Scenario: The modified Blank Invoice Form is being used by Operations for invoicing. The Sales and Marketing department would like to use this invoice format also, but they need to make a few minor changes. Since Sales and Marketing only issue occasional invoices, you have decided to use the secondary copy of the Blank Invoice form that has previously been created. (Blank Invoice Form – copy)

Need a Little Help?

Verifying Access to the Secondary Copy

1. Select the Security option from the System Setup menu.
2. In the Security Setup window, make the following selections:

User	Select the current User ID
Company	Microsoft Dynamics GP
Product	Microsoft Dynamics GP
Type	Custom Reports
Series	Sales

Note that you already have access to the Blank Invoice Form – copy.

Printing the Secondary Copy in Microsoft Dynamics GP

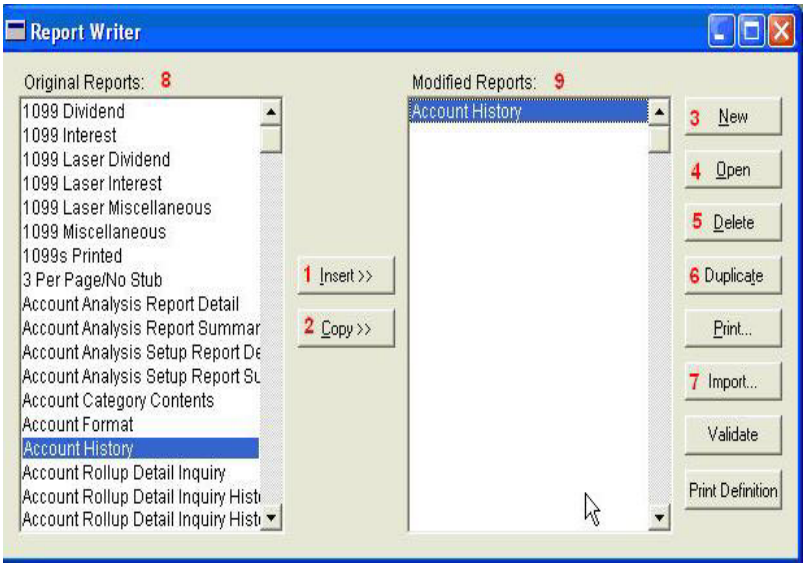
1. Select **Customized** from the **Reports** menu.
2. Make the following selections in the Custom Reports window:

Product	Microsoft Dynamics GP
Series	Sales

3. Insert Blank Invoice Form – copy into the Print List.
4. Ensure that the Blank Invoice Form – copy only prints to the screen.
5. Print the report to the screen.

Test Your Knowledge – Report Writer Window Components

Record the name of each of the numbered options and an explanation of what the button or field does in Report Writer.



1.

2.

3.

4.

5.

6.

7.

8.

9.

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Test Your Knowledge – Report Writer Overview

1. What type of report requires you to grant access to the report before you are able to print it? Why is this required?

2. Why are you not able to print a report that uses a temporary table in Report Writer?

3. Why are you not able to create a secondary copy of a report that uses a temporary table?

4. For which types of reports are you not allowed to create report options in Microsoft Dynamics GP?

Conclusion

Report Writer Overview

Some key points to remember from this chapter include:

- Report Writer allows you to create custom reports.
- Report Writer allows the customization of existing Microsoft Dynamics GP reports.
- The Reports dictionary stores modifications that are made to Microsoft Dynamics GP reports.
- A Reports dictionary can be local or shared on a network drive.
- Report Writer can be launched from the **Tools** menu by selecting Customize.
- Resources for locating tables and fields in the application are accessible from the **Report Writer** menu.
- Copies of existing reports are created in the Reports dictionary.
- The Dynamics dictionary stores original Microsoft Dynamics GP reports.
- A primary copy of a report allows you to print it in place of the original within the application.
- One primary copy of a report can be created.
- A secondary copy of a report can only be printed from Report Writer or the customized reports selection in Microsoft Dynamics GP.
- An unlimited number of secondary copies of a report can be created.
- The **New** button should be used to create a blank custom report.
- Security access for primary copies of a report must be granted to users.
- Security access for secondary copies is granted automatically; if a user should not have access, take away access to those users.
- Reports that use temporary tables can not be printed in the Report Writer.

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Quick Interaction: Lessons Learned

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

1.

_____

_____

_____

2.

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3.

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