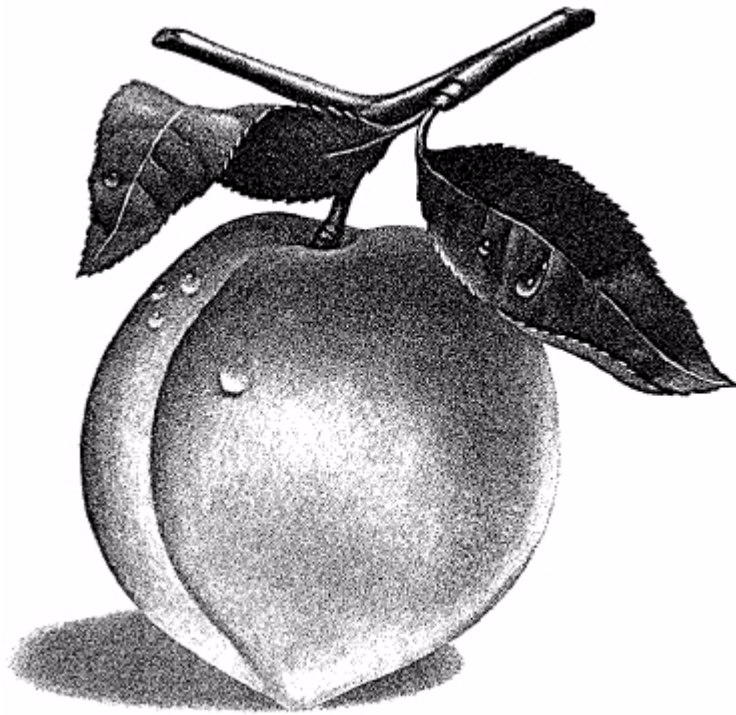# Getting Started Guide

*Using Crystal Reports® with Peachtree®*

**Registration and Technical Support Information**

| To purchase a Peachtree Support plan:<br>Peachtree Web site | 1-800-336-1420<br>**www.peachtree.com** |
|---|---|

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# Introducing Using Crystal Reports with Peachtree

## Using Crystal Reports with Peachtree

Crystal Reports is included with Peachtree Premium Accounting and above. It lets you customize reports using virtually any of the information available in your company database. Crystal Reports can be installed from CD 2, which is included in your Peachtree package.

Peachtree comes with [standard Crystal reports](#) designed with small businesses in mind. You can also design your own reports using Crystal Reports' "experts," which guide you step by step through the design process. And if you want to design a special report from the ground up, the Report Designer lets you put together text (such as headers or titles), maps or graphs, images (such as company logos), and of course database elements just as you want them to appear on the printed report. Then you can preview the report to make sure it's the way you want it.

## Using Crystal Reports in a Network

If you are working with Crystal Reports and Peachtree in a network environment, the program needs to be installed on all networked machines where it will be used. The program will not work properly if installed on and accessed from a central server.
**Important:** Consult your license agreement for information about the number of machines on which Crystal Reports can be installed.

### Give All Users Access to the Program

So that more than one person can have access to Peachtree data and Crystal reports, you can copy these to a central server. Say you store your Peachtree data on drive E on the server. The data path to your Peachtree data is E:\Program Files\Sage Software\Peachtree, and the data path to your company data is C:\Program Files\Sage Software\Peachtree\Company\<COMPANY>, where <COMPANY> is the name of the folder where your company files are located. You should copy all Crystal reports that apply to the company into this folder. Now all machines with access to the data path E:\Program Files\Sage Software\Peachtree on the server will have access to both Peachtree data and Crystal reports.

### Use the "Save As" Option to Save Custom Reports

When Peachtree is installed, the [standard Crystal reports](#) are installed as read-only files in all company subdirectories. This means that anyone working in Crystal Reports with Peachtree will be able to preview the standard Crystal reports but will not be able to edit and then save them. That way, you will always have the standard reports in their original condition so you can use them as templates for custom Crystal reports.
If you are working in Crystal Reports and try to edit and then save a standard Crystal report from Peachtree, you will see an error message stating "This report could not be

opened for writing. Any changes must be saved to a new file." If you want to save your changes, use the **Save As** option on the **File** menu to save the file under a new name. Once saved, this new custom report will be fully editable.

**Write Access vs. Read-Only Access**

When you create new custom Crystal reports based on the standard ones, you will be able to edit and save these new reports as desired. However, if more than one person is working with the same custom report in Crystal Reports for Peachtree, only the first user to access the report will have "write access"—that is, be able to edit and save the report. All other users will have read-only access and will be able only to view and print but not save the report, whether in preview or in design mode.

**Limit Data Access to One User**

Through Maintain Users, you can set up user passwords and limit access to areas of the Peachtree program. If desired, you can limit access to using Crystal Reports with Peachtree, at least for design purposes, to only one user. To give just one user *data* access to Crystal Reports, select the Crystal Reports tab on the Maintain Users screen. Select **Only one user** and choose the user you want to have access from the drop-down list. All users will be able to preview or print a Crystal report using the Crystal Reports Designer. However, when any user tries to refresh the data in a Crystal report using the

**Refresh** button  in the Navigation toolbar, the program will request a password. If the password entered does not match the password for the user with Crystal Reports access, then the user will not be able to refresh the report data and thus potentially use different parameter values to filter the data that appears in the report.

- For more information about the Maintain Users window and setting up users, click the **Help** button in the window.
- For more information about refreshing report data in Crystal, look up "Refreshing data:report data" in the Crystal Reports Online Help index.

# Standard Crystal Reports

Peachtree comes with standard Crystal reports specially designed with small businesses in mind.

Aged Payables

Aged Receivables

Customer Balance Graph

Customer Detail List

Customer Sales by Item

Customer Sales by Month

[Inventory Labels](#)

[Items Sold by Month](#)

[Purchases by Unit Price](#)

[Vendor Balance Graph](#)

[Vendor Detail List](#)

[Void Check Register](#)

In addition to the pre-defined Crystal reports listed above, Peachtree Premium Accounting for Distribution, Peachtree Premium Accounting for Manufacturing, and Peachtree Quantum Accounting come with the following pre-defined reports:

[Assembly Item UPC_SKU Label](#)

[Assembly Planning](#)

[Component Pick List](#)

[Deficient Components List](#)

[Item Sales by Customer and Purchase Order Number](#)

[On Hand Detail Report](#)

[Production Schedule](#)

[Stock Status by Location](#)

**Where to Find the Reports**

When you install Peachtree, the standard Crystal reports are automatically copied to all of your company subdirectories. Also, a Zip file (if you are using Peachtree Premium Accounting, this would be PPAReports.zip) containing the reports is automatically copied to your \Program Files\Sage Software\Peachtree\Company\Reports directory.

If you alter or delete the original standard reports, you can always Unzip this file and copy the reports to your company subdirectory, where you'll be able to access them in Peachtree. In order to Unzip the file, you will need a copy of the WinZip® program installed on your computer. You can download an evaluation version of this program from the Internet at [www.winzip.com](http://www.winzip.com).

> **Note:** When you create custom reports or when you download new standard reports from the [Peachtree Web site](#), you'll need to copy them to your program subdirectories before you can work with them in Peachtree.

## The Standard Reports

### Aged Payables

This report shows a total of aged payables by vendor. It also includes the following information for each vendor taken from the Peachtree vendor record:

- Vendor ID
- Vendor Name
- Contact
- Telephone (No. 1)
- Invoice/Credit Memo No.
- Aging Brackets

### Aged Receivables

This report shows a total of aged receivables by customer. It also includes the following information for each customer taken from the Peachtree customer record:

- Customer ID
- Customer Name
- Contact
- Telephone (No. 1)
- Invoice/Credit Memo No.
- Aging Brackets

### Customer Balance Graph

This bar graph shows balances by customer. It also includes basic information for each customer taken from the Peachtree customer record. The graph itself shows customer balances along the vertical axis and lists customer IDs along the horizontal axis. The following information for each customer is listed below the graph:

- Customer ID
- Customer Name
- Contact
- Telephone (No. 1)

- Customer Balance

**Customer Detail List**

This report lists detail information about customers you have added to Peachtree through Maintain Customers/Prospects, including:

- Customer ID and name
- Bill-to and ship-to addresses
- Contact Person
- Phone Number 1 and 2
- Fax Number
- E-mail Address
- Web Address
- Prospect (yes/no)
- Customer status (active/inactive)
- Customer Type
- Customer Since date
- Tax location
- Resale Number
- Open purchase order number
- Credit Limit
- Pricing Level
- GL Sales Account
- Sales Rep Name
- Sales terms
- Sales Tax ID
- Last Invoice Date
- Last Invoice Number
- Last Payment Date
- Last Payment Amount
- Last Statement Date
- A listing of all custom fields

**Customer Sales by Item**

This report lists stock items sold and the customers sold to within the current accounting period. The report is sorted by item rather than by customer and includes the following information:

- Inventory ID and Description
- Customer ID
- Date of sale
- Invoice number

- Quantity sold

**Customer Sales by Month**

This report lists all customers of your company alphabetically and lists amounts sold to them by month. It is based on data contained in the Peachtree Sales Journal.

The report is displayed in cross-tab or spreadsheet format. Along the vertical axis it lists customers by ID, and along the horizontal axis it lists all accounting periods covered by the report (up to 26 periods).

**Inventory Labels**

These are labels you place on inventory items so that they can be stocked in the proper location at your storage facility. The labels print 3 across x 10 down (30 per page) in the LL-30W laser label format available through the Peachtree Business Checks & Forms catalog. Each label lists the following information:

- Item ID

- Item description

- Vendor ID

- Location

**Items Sold by Month**

This report lists, alphabetically by ID, all stock items sold by your company each month. It is based on data contained in the Peachtree Sales Journal.

The report is displayed in cross-tab or spreadsheet format. Along the vertical axis it lists items by ID, and along the horizontal axis it lists all accounting periods covered by the report (up to 26 periods).

**Purchases by Unit Price**

This report lists the unit prices of stock and non-stock items purchased and vendors purchased from within the current accounting period. The report is sorted by item rather than by vendor. Use the report to check which vendors are offering the best pricing on an item. The report includes the following information:

- Item ID and description

- Date of purchase

- Vendor ID

- Invoice number

- Quantity

- Unit price

- Total purchase amount

**Vendor Balance Graph**

This is a bar graph that shows balances by vendor. It also includes basic information for each vendor taken from the Peachtree vendor record. The graph itself shows vendor balances along the vertical axis and lists vendor IDs along the horizontal axis. The following information for each vendor is listed below the graph:

- Vendor ID

- Customer Name

- Contact

- Telephone (No. 1)

- Vendor Balance

**Vendor Detail List**

This report lists detail information about vendors you have added to Peachtree through Maintain Vendors, including:

- Vendor ID and name
- Address
- Contact Person
- Fax Number
- E-mail Address
- Web Address
- Phone Number 1 and 2
- Fax Number
- Vendor Type

- Federal ID Number
- Vendor Since date
- Company account number
- Balance
- Credit Limit
- Purchase Account
- Terms
- A listing of all custom fields

**Void Check Register**

This report lists all disbursement and payroll checks that have been voided within the current accounting period. The report includes the following information:

- Check number

- Void date

- Payee (employee name, vendor name, or customer name)

- Cash account

- Check amount

**Assembly Item UPC_SKU Label**

Using UPC/SKU (Universal Price Code/Stock Keeping Unit) labels can help you keep track of your inventory more accurately. The individual components you purchase from vendors may already contain their own UPC/SKU labels. However, you can use the Assembly Item UPC_SKU Label report to create labels for the finished products once the items are fully assembled. The labels include the following information:

- Item ID

- Item Description

- UPC/SKU Number

- Location

**Assembly Planning**

This report displays details for a specified assembly, including the number of components needed, available, and on hand for the assembly. This report is helpful if printed before beginning the production of an assembly because it provides the status of the necessary components. The report includes the following fields:

- Item ID

- Description

- Quantity Needed

- Quantity on Hand

- Quantity Available

**Component Pick List**

This report displays an itemized list of the locations and quantities of all components required for the specified assembly item. It is helpful to run this report right before you are about to assemble an item. The report includes the following fields:

- Component ID

- Description

- Quantity Needed

- Location

- Initials

**Deficient Components List**

This report is useful for viewing which bill of material components of an assembly are in shortage. By seeing which components you're missing, you'll know which components you need to order before you can create the assembly. The report shows the following fields:

- Component ID

- Description

- Quantity Needed

- Quantity on Hand

- Quantity Available

**Item Sales by Customer and Purchase Order Number**

This report displays item sales, sorted by customer purchase order number. This report was designed to provide an alternate method for looking up sales orders and invoices—sorted by the customer, then the customer purchase order number, and then by the sales order or invoice number. The report displays the following fields:

- Customer ID

- P.O. Number

- Reference

- Date

- Description

- Item Quantity

- Item Subtotals

**On Hand Detail Report**

This report displays detailed purchase information for inventory items that have a LIFO or FIFO costing method. The information in this report can be used to show how inventory has been valued. The On Hand Detail report displays the following fields:

- Item ID

- Item Description

- Receipt Description

- Reference

- Receipt Date

- Quantity

- Unit Cost

- Amount

**Production Schedule**

This report displays the assembly items on open sales orders, and is sorted by the Ship By Date. This report is designed to help you meet shipping deadlines by showing which assembly items need to be manufactured, and the order in which they need to be shipped. The report displays the following fields:

- Ship By Date

- Sales Order No

- Customer ID

- Customer Name

- Item ID

- Description

**Stock Status by Location**

This report is similar to Peachtree's Inventory Stock Status report, but includes the current quantities on sales orders and purchase orders in addition to the current quantity on hand.

It also shows the history of the item (the quantity sold, received, and adjusted in the specified date range). The report displays the following fields:

- Location

- Item ID

- Qty Received

- Qty Sold

- Qty Adjusted

- Current Qty on PO

- Current Qty on SO

- Current Qty On Hand

## Converting Custom Crystal Reports to New Peachtree Release Data Format

If you created reports for Peachtree in Crystal Reports with data in a prior Peachtree release and you upgraded Peachtree to a new release, you must do a quick data conversion of your customized Crystal reports so that they can properly read data fields introduced or modified in the updated Peachtree release. So if you upgrade from one release of Peachtree to a newer release, you must convert your customized Crystal reports in order for them to be compatible with the new release.

You may also need to follow steps 4 through 10 below if you have upgraded from Crystal Reports for Peachtree to Crystal Reports 2008.

Follow these simple steps to update your report data definitions:

1. Install the new version of Peachtree. (You do not have to install a new version of Crystal Reports for Peachtree.)

2. In Crystal Reports, open any of your custom Crystal report files (RPT).

3. Make sure they are saved to your new or upgraded Peachtree company data directory (for example, \PROGRAM FILES\SAGE SOFTWARE\PEACHTREE\COMPANY\<COMPANY>).

   - If you installed the new version of Peachtree in the default directory (\PROGRAM FILES\SAGE SOFTWARE\PEACHTREE) or installed Peachtree in the same location as the previous version, your custom reports are most likely saved in the correct company data subfolder.

- If you installed the new version of Peachtree to a new directory, copy or save your customized Crystal reports to the new company data subfolder.

4. With your customized report open in Crystal Reports, choose **Verify Database** from the **Database** menu.

5. Crystal Reports may display a series of Directory error messages. To continue, click **OK** in answer to each of these.

6. If Crystal Reports displays **Please give location of Info view or dictionary used to create this report**, click **OK**. The Choose Database File window appears. Select Crystalreports.udl (located in your new Peachtree company data folder). For example, select \PROGRAM FILES\SAGE SOFTWARE\PEACHTREE\COMPANY\<COMPANY>\CRYSTALREPORTS.UDL.

7. Crystal Reports may identify data definition changes associated with your report design and ask if you want to update your report. For example, if your report lists employee names, you may receive the message, **The database file "Employee" has changed. Proceeding to fix up the report.** Click **OK** to each of these data definition messages.

8. Repeat steps 5 through 7 until you get a message that the database is now up to date.

9. Click **OK** and the desired report appears in Crystal Reports.

10. Save the updated report.

11. Repeat steps 4 through 10 for each of your customized reports. Once you have updated your reports, they will open normally from Peachtree and Crystal Reports.

> **Note:** You will need access to the Peachtree company data from Crystal Reports to perform the steps listed above. If limited access has been set up for accessing company data from Crystal Reports through Maintain Users, only the person with access to the company data from Crystal Reports can perform these steps.

## Supported Versions of Crystal Reports

**Crystal Reports 2008**

Peachtree Premium Accounting 2009 and above come with Crystal Reports 2008 on CD 2. Peachtree also comes with standard reports for Crystal Reports 2008. You will be able to view and design new reports through Peachtree using Crystal Reports 2008.

If you have reports created in other versions of Crystal Reports, they will show up in Peachtree under Reports & Forms>Crystal Reports. You will be able to view them in the

Crystal Viewer, but if you want to design them, you will have to open the reports in Crystal Reports and not through Peachtree.

# Previewing Crystal Reports

## Previewing Crystal Reports

The [standard Crystal reports](standard Crystal reports) that come with Peachtree are designed to open in preview mode. This is so you can preview them when you select them either through the Peachtree Select a Report or Form window or through Crystal Reports. The **Save Data with Report** option in the Crystal Reports **File** menu is turned on for each of the standard reports when shipped; this is what allows them to be previewed.

### Set Up Reports to Appear in Preview Mode

If you turn off the **Save Data with Report** option and then save a standard report, when you open it again either in Peachtree or in Crystal Reports, the report will open in design rather than preview mode. So if you want the standard reports to open in preview mode, be sure to leave the **Save Data with Report** option turned on.

> **Note:** If you turn off **Save Data with Report** and then save a standard report, when you open it again either in Peachtree or in Crystal Reports, the report will open in design rather than preview mode. Set the option according to whether you want to see the report each time in preview or design mode.

With the **Save Data with Report** option turned on, you can preview a Crystal report the same way you do other Peachtree reports.

Do one of the following:

- click the name of a Crystal report in the Select a Report or Form window, and then click the **Display** button.

- double-click the report name with the left mouse button.

The report will appear on the **Preview** tab of the Crystal Reports window.

For more information on using the Crystal Reports **Preview** tab, look up "Preview Tab" in Crystal Reports Online Help.

# Data Dictionary Files (DDFs)

## List of Data (.DAT) Files Available in Peachtree for Crystal Reports, OLEDB, and ODBC

The following is a list of all data (.DAT) files that are included in Peachtree This information is intended to assist those who design reports for Peachtree using Crystal Reports.

To see the field information included in the .DAT files listed below, look up ".DAT files; listed" in the Peachtree Help index. From that topic, you can click on the name of a .DAT file to see the field information that is included in that file.

**Note:** The list below does not constitute a list of each file in your Peachtree company data directory. It contains only the data tables that can be accessed via crystalreports.udl, which were specifically designed for using Crystal Reports with Peachtree.

| | |
|---|---|
| ADDRESS.DAT | Address Fields |
| AUDITTR.DAT | Audit Trail Fields (*Peachtree Complete and higher only*) |
| BOMHIST.DAT | Bill of Materials Fields (*Peachtree Premium Accounting for Distribution, Peachtree Premium Accounting for Manufacturing, and Peachtree Quantum only*) |
| BOMITEMS.DAT | |
| BDETAIL.DAT | Budget Detail Fields |
| BUDGET.DAT | Budget Fields |
| CASHFLOWMANAGER.DAT | Cash Flow Manager Fields (*Peachtree Complete Accounting and higher only*) |
| CHART.DAT | Chart of Accounts Fields |
| COMPANY.DAT | Company Fields |
| CONTACTS.DAT | Contact fields |
| COSTCODE.DAT | Cost Code Fields (*Peachtree Complete Accounting and higher only*) |
| CUSTOMER.DAT | Customer Fields |
| EMPLOYEE.DAT | Employee Fields |
| GENERAL.DAT_AP | Vendor and Accounts Payable Default Information Fields |
| GENERAL.DAT_AR | Customer and Accounts Receivable Default Information Fields |
| GENERAL.DAT_GL | General Ledger Default Information Fields |
| GENERAL.DAT_INV | Inventory Default Information Fields |
| GENERAL.DAT_JOBS | Job Default Information Fields |
| JRNLHDR.DAT | Journal Header Fields |
| JRNLROW.DAT | Journal Row Fields |
| JRNLSNO.DAT | Serial Number Fields (*Peachtree Premium Accounting* and higher only) |
| JOBEST.DAT | Job Estimates Fields |
| LINEITEM.DAT | Inventory Item Fields |
| NOTADMSG.DAT | Notification Additional Message Fields (*Peachtree Quantum Accounting only*) |
| NOTCDVAL.DAT | Notification Condition Fields (*Peachtree Quantum Accounting only*) |
| NOTIFICA.DAT | Notification Fields (*Peachtree Quantum Accounting only*) |
| NOTRECIP.DAT | Notification Recipient Fields (*Peachtree Quantum Accounting only*) |
| NOTMSG.DAT | Notification Message Fields (*Peachtree Quantum Accounting only*) |

| | |
|---|---|
| NOTRULES.DAT | Notification Rules Fields (*Peachtree Quantum Accounting only*) |
| PHASE.DAT | Phase Fields (*Peachtree Complete and higher only*) |
| PROJECT.DAT | Job Fields |
| QTYDISC.DAT | Quantity Discount Fields (*Peachtree Premium Accounting for Distribution, Peachtree Premium Accounting for Manufacturing, and Peachtree Quantum only*) |
| RAISEHST.DAT | Raise History Fields |
| REVIEW.DAT | Performance Review Fields (*Peachtree Complete Accounting and higher only*) |
| STATCODE.DAT | Tracking Status Code Fields (*Peachtree Quantum Accounting only*) |
| STATHIST.DAT | Tracking Status History Fields (*Peachtree Quantum Accounting only*) |
| STATNOTE.DAT | Tracking Status Note Fields (*Peachtree Quantum Accounting only*) |
| TAXAUTH.DAT | Sales Tax Authority Fields |
| TAXCODE.DAT | Sales Tax Code Fields |
| TICKET.DAT | Time/Expense Ticket Fields (*Peachtree Complete Accounting and higher only*) |
| UNITMEAS.DAT | Unit/Measure Fields (*Peachtree Premium Accounting for Distribution, Peachtree Premium Accounting for Manufacturing, and Peachtree Quantum only*) |
| VENDINS.DAT | Vendor Insurance Fields *Peachtree Premium Accounting for Construction and Peachtree Quantum only*) |
| VENDOR.DAT | Vendor Fields |
| WORKTKT.DAT | Work Ticket Fields (*Peachtree Premium Accounting for Distribution, Peachtree Premium Accounting for Manufacturing, and Peachtree Quantum only*) |

**Note:** Not all Peachtree database information is available or presented in Peachtree field tables. For example, Employee default information (Payroll setup), action items, and Peachtree company user setup (user IDs and passwords) cannot be added to your Crystal reports. You may be able to access data fields that would not be pertinent for your reports (for example, fields used in internal Peachtree functions).

Also, some Peachtree fields (which cannot be described in Peachtree data [.DAT] files) require custom formulas in order to extract data for reports.

## Peachtree Functions in Crystal Custom Formulas

Some Peachtree fields—ones that can't be described in Peachtree data [.DAT] files—require custom formulas in order to extract data for reports. The fields listed below fall into this category. If you need the additional information contained in these special fields while designing reports in Crystal Reports, use the functions listed below in your custom report formulas.

**An Important Additional Note:**

If you are working with Crystal on a computer where *no* previous versions of Peachtree and Crystal Reports have been installed, the special Peachtree functions need to be loaded into Crystal Reports. Otherwise, they will not be present for use in the reports you are designing.

To load the Peachtree functions into Crystal, follow these steps:

1. Open Peachtree and then a Peachtree company.

2. From the **Reports & Forms** menu, select **Crystal Reports**.

3. Select any report in the list, and double-click it.

   The report opens in Crystal Reports.

4. Close both the report and Crystal Reports.

5. In Peachtree, from the **Reports & Forms** menu, select **Crystal Reports Designer**.

Now when you design a new report in Crystal Reports, all Peachtree functions will appear in the Crystal Formula Editor.

## How To Access Custom Formulas in Crystal Reports

Do the following:

1. From the Standard Toolbar, select the Field Explorer button .

2. In the Fields Explorer window, select **Formula Fields**.

3. To create a new formula field, click the New button ().

4. Enter a name, such as "Amount," and click **OK**.

   The Crystal Reports Formula Editor appears.

5. To access the Peachtree functions, click **Functions** in the middle pane, and then double-click **Additional Functions**.

6. Find and double-click **peach (u2lpeach.dll)**.

   The Peachtree functions listed below should appear.

**Custom Field Names**

GetPeachCustomFieldHeadingv2 ({Company.CompanySpecial1a}, {Company.CompanySpecial1b}, {Company.CompanySpecial1c}, {Company.CompanySpecial1d}, AR=1 AP=2 PR=3 Inventory=6 Jobs=7, (Index 0..4))

The appropriate format for the function is suggested by the displayed text. For example, in order to return the custom field headings for customers, you would create five formulas, each for a different heading. The function should read

`GetPeachCustomFieldHeadingv2 ( Filename, 1, 0)`

This returns the first customer custom field heading. (Most indexes with Peachtree fields begin with zero_

`GetPeachCustomFieldHeadingv2 ( Filename, 1, 1)`

This returns the second customer custom field heading. Follow the same format for the three remaining formulas.

---

> **Tip:** To view an example of this function, examine the Customer Detail List or the Vendor Detail List which are Crystal Reports included with Peachtree.

---

**Inventory Costing Row Amount**

GetPeachRowAmountv2 ({Company.CompanySpecial1a}, {Company.CompanySpecial1b}, {Company.CompanySpecial1c}, {Company.CompanySpecial1d}, {JrnlRow.RowType}, {JrnlRow.Amount}, {JrnlRow.Journal}, {JrnlRow.PostOrder}, {JrnlRow.RowNumber}, {JrnlRow.RowDate}, {JrnlRow.ItemRecordNumber}, {Company.IsCashBasis})

This returns appropriate row amounts for cost of sales rows. In the raw data, the cost of sales mount is not necessarily accurate, as the real cost of sales is based on a calculation. The JrnlRow table is required to use this function in a report.

**Price Level Name**

GetPeachPriceLevelNamev2 ({Company.CompanySpecial1a}, {Company.CompanySpecial1b}, {Company.CompanySpecial1c}, {Company.CompanySpecial1d}, (Index 1..20))

This function returns one of the 20 price level names listed in Inventory Item Defaults, the **Price Levels** tab. When using the function, be sure to replace the string "(Index 1.20)" with the desired number from 1 to 20. In order to use this function, you must include the LineItem table in your report.

**Beginning Balance (Quantity)**

GetPeachItemBegBalv2 ({Company.CompanySpecial1a}, {Company.CompanySpecial1b}, {Company.CompanySpecial1c}, {Company.CompanySpecial1d}, {LineItem.ItemRecordNumber})

This function returns the quantity on hand at the beginning of the current accounting period for the item specified. The function requires that you use the LineItem table.

### Quantity on Hand

GetPeachItemQtyOnHandv2 ({Company.CompanySpecial1a}, {Company.CompanySpecial1b}, {Company.CompanySpecial1c}, {Company.CompanySpecial1d}, {LineItem.ItemRecordNumber})

This function is similar to GetPeachItemBegBal except that it returns the quantity on hand at the end of the current accounting period. It is the same number shown in Maintain Inventory Items in the **Qty on Hand** field. The function requires that you use the LineItem table.

### Quantity on PO's

GetPeachItemQtyOnPOv2 ({Company.CompanySpecial1a}, {Company.CompanySpecial1b}, {Company.CompanySpecial1c}, {Company.CompanySpecial1d}, {LineItem.ItemRecordNumber})

This function returns the quantity of the specified item on open purchase orders. It is the same number shown in Maintain Inventory Items in the **Qty on PO's** field. The function requires that you use the LineItem table.

### Quantity on SO's

GetPeachItemQtyOnSOv2 ({Company.CompanySpecial1a}, {Company.CompanySpecial1b}, {Company.CompanySpecial1c}, {Company.CompanySpecial1d}, {LineItem.ItemRecordNumber})

This function returns the quantity of the specified item on open sales orders. It is the same number shown in Maintain Inventory Items in the **Qty on SO's** field. The function requires that you use the LineItem table.

### Last Cost

GetPeachItemLastCostv2 ({Company.CompanySpecial1a}, {Company.CompanySpecial1b}, {Company.CompanySpecial1c}, {Company.CompanySpecial1d}, {LineItem.ItemRecordNumber})

This function returns the same number shown in Maintain Inventory Items in the **Last Unit Cost** field. The function requires a LineItem record. The function requires that you use the LineItem table.

### Current Period Start Date

GetPeachCurrentPeriodStart

This function returns the start date of the current accounting period.

### Current Period End Date

GetPeachCurrentPeriodEnd

This function returns the end date of the current accounting period.

**Selected Period Start Date**

GetPeachPeriodStart

This function returns the start date of the accounting period selected by index number within the function

GetPeachPeriodStart(Filename, (Index 1..40) )

For example, the function

GetPeachPeriodStart(Filename, 40)

would return the start date of period 26 in the case of fiscal years set up with thirteen periods.

**Selected Period End Date**

GetPeachPeriodEnd

This function returns the end date of the accounting period selected by index number within the function:

GetPeachPeriodEnd(Filename, (Index 1..40) )

For example, the function

GetPeachPeriodEnd(Filename, 40)

would return the end date of period 26 in the case of fiscal years set up with thirteen periods.

**Estimated Job Expenses**

GetPeachEstJobExpensev2

This function returns the total estimated job expenses seen on the Maintain Jobs window. The function requires that you use the Projects table.

**Estimated Job Revenue**

GetPeachEstJobRevenuev2

This function returns the total estimated job revenue seen on the Maintain Jobs window. The function requires that you use the Projects table.

**Actual Job Expenses**

GetPeachActualJobExpensev2

This function returns the total actual job expenses seen on the Maintain Jobs window. The function requires that you use the Projects table.

**Actual Job Revenue**

GetPeachActualJobRevenuev2

This function returns the total actual job revenue seen on the Maintain Jobs window. The function requires that you use the Projects table.

**Actual Job Expenses by Period**

GetPeachThisPeriodActualJobExpensev2

This function returns the total actual job expenses for the chosen period. The function requires that you use the Projects table.

**Actual Job Revenue by Period**

GetPeachThisPeriodActualJobRevenuev2

This function returns the total actual job revenue for the chosen period. The function requires that you use the Projects table.

**Account ID**

GetPeachGLAccountIDv2

This function returns the general ledger account ID for the account with the account record number specified in the function.

**Account Description**

GetPeachGLAccountIDv2

This function returns the general ledger account description for the account with the account record number specified in the function.

**Time Stamp Date**

GetPeachTimeStampDatev2

This function returns the date of the time stamp for a particular row in the Audittr.DAT table.

> **Note:** Users must be set up in Maintain Users with sole rights to Crystal Reports in order to access information in the Audittr.DAT table.

**Time Stamp Time**

GetPeachTimeStampTimev2

This function returns the time of the time stamp for a particular row in the Audittr.DAT table.

> **Note:** Users must be set up in Maintain Users with sole rights to Crystal Reports in order to access information in the Audittr.DAT table.

## Company Information Functions

These functions, which are self-explanatory, return company information as entered in the Peachtree Maintain Company Information window. The functions include the following:

- GetPeachCompanyNamev2
- GetPeachAddress1v2
- GetPeachAddress2v2
- GetPeachCityv2
- GetPeachStatev2
- GetPeachZIPv2
- GetPeachCoutryv2
- GetPeachFEINv2
- GetPeachIsCashBasisv2

- GetPeachISRealTimePostv2
- GetPeachCompanyTypev2
- GetPeachEmailv2
- GetPeachWebSitev2
- GetPeachPhoneNumberv2
- GetPeachFAXNumberv2
- GetPeachSEINv2
- GetPeachSUINv2

## Bill of Material (BOM) Functions

All bill of material functions discussed below require that you use the LineItem table.

### Assembly Component

GetPeachBOMCompIDv2

This function returns the ID of a component used in an assembly based on the index specified in the function. In this function, the numbered index of assembly components starts with zero. The function is displayed as follows:

GetPeachBOMCompIDv2 (Filename, {LineItem.ItemRecordNumber}, (Index 0..99) )

To return the desired component ID, you must replace "Index 0..99" with the appropriate number from 0-99. For example, to return the first component in the assembly, the function should read

GetPeachBOMCompIDv2 (Filename, {LineItem.ItemRecordNumber}, 0 )

Use the index field in a similar manner for all BOM functions.

**Assembly Component Description**

GetPeachBOMCompDesv2

This function returns the description of a component used in an assembly based on the index specified in the function.

**Required Number of an Assembly Component**

GetPeachBOMCompReqv2

This function returns the number of units of an individual component required to build the assembly.

**Quantity on Hand of an Assembly Component**

GetPeachBOMComponHandv2

This function returns the quantity on hand of an individual component used in the assembly.

**Quantity Available of an Assembly Component**

GetPeachBOMCompAvailv2

This function returns the quantity available of an individual component used in the assembly. The quantity available is calculated as the amount on hand plus the quantity on all purchase orders minus the quantity on all sales orders.

**Location of an Assembly Component**

GetPeachBOMCompLocv2

This function returns the storage location in your facility of an individual component used in the assembly.

**UPC/SKU of an Assembly Component**

GetPeachBOMCompUPCv2

This function returns the UPC/SKU value of an individual component used in the assembly.

**Sales Description of an Assembly Component**

GetPeachBOMCompSalesDesv2

This function returns the sales description (as noted in the Maintain Inventory Items window) of an individual component used in the assembly.

**Purchase Description of an Assembly Component**

GetPeachBOMCompSalesDesv2

This function returns the purchase description (as noted in the Maintain Inventory Items window) of an individual component used in the assembly.

**Last Cost of an Assembly Component**

GetPeachBOMCompLastCostv2

This function returns the last cost (as noted in the Maintain Inventory Items window) of an individual component used in the assembly.

**Assembly Revision Number**

(Available only in Peachtree Premium Accounting for Distribution and Peachtree Premium Accounting for Manufacturing.)

GetPeachRevisionNo

This function returns the current revision for an assembly.

## Serial Number Functions

All Serial Number functions are available only in Peachtree Premium Accounting.

**Status of Serial Number**

GetPeachSNoStatus

This function returns the current status of the serial number using status text that is displayed in Maintain Inventory Items. You will be required to provide the file path and name, the item record number, and the serial number.

**Warranty Expiration Date**

GetPeachSNoWarDate

This function returns the expiration date. If the item is not covered under warranty, the field will be returned blank.

## Work Ticket Functions

All Work Ticket functions are available only in Peachtree Premium Accounting for Distribution and Peachtree Premium Accounting for Manufacturing.

**Assembly Component's Item ID**

`GetPeachWTCompID`( Filename, {Worktkt.RecordNumber}, ComponentIndex (1-300 ) )

This function gets the component ID for a row on a particular work ticket.

**Assembly Component's Description**

`GetPeachWTCompDes`( Filename, {Worktkt.RecordNumber}, ComponentIndex (1-300 ) )

This function gets the component's description for a row on a particular work ticket.

**Assembly Component's Quantity On Hand**

`GetPeachWTCompOnHand`( Filename, {Worktkt.RecordNumber}, ComponentIndex (1-300 ) )

This function gets the component's Quantity On-Hand for a row on a particular work ticket.

**Assembly Component's Quantity Available**

`GetPeachWTCompAvail`( Filename, {Worktkt.RecordNumber}, ComponentIndex (1-300 ) )

This function gets the component's Quantity Available for a row on a particular work ticket.

`GetPeachWTCompLoc`( Filename, {Worktkt.RecordNumber}, ComponentIndex (1-300 ) )

This function gets the component's location for a row on a particular work ticket.

**Assembly Component's UPC**

`GetPeachWTCompUPC`( Filename, {Worktkt.RecordNumber}, ComponentIndex (1-300 ) )

This function gets the component's UPC for a row on a particular work ticket.

**Assembly Component's Sales Description**

`GetPeachWTCompSalesDes`( Filename, {Worktkt.RecordNumber}, ComponentIndex (1-300 ) )

This function gets the component's Sales description for a row on a particular work ticket.

**Assembly Component's Purchase Description**

```
GetPeachWTCompPurchDes( Filename, {Worktkt.RecordNumber},
ComponentIndex (1-300 ) )
```

This function gets the component's Purchase description for a row on a particular work ticket.

## Unit/Measure Functions

All Unit/Measure functions are available only in Peachtree Premium Accounting for Distribution and Peachtree Premium Accounting for Manufacturing.

**Unit/Measure ID**

```
GetPeachUMID
```

This function returns the Unit/Measure ID.

**Unit/Measure Description**

```
GetPeachUMDescription
```

This function returns the Unit/Measure Description.

# Designing Crystal Reports: A Tutorial

## Designing Crystal Reports

When you design a Crystal report, you can either manually select the elements that go into the report or let one of the Crystal Report Experts automate the process for you. Report Experts guide you step by step through the design process, so they are a good choice if you are new to report design. For information on using Report Experts, look up "experts" in the Crystal Reports Online Help index.

Once you get a better handle on the design process, you can manually construct your report using Crystal's Database Expert, Select Expert, Formula Expert, Section Expert, and Format Editor to choose exactly which data elements and formatting you want to include. For information on using any of these features, look up the name of the specific feature in the Crystal Reports Online Help index.

**The Crystal Reports for Peachtree Tutorial**

Crystal Reports Online Help will give you detailed instructions on report design. However, to introduce you to the process, we would like to offer a brief tutorial that will give you practice customizing two of the standard Crystal reports that come with

Peachtree, as well as designing a new Crystal report from scratch. Among other things, you'll learn how to use the Fields Explorer to insert fields into your reports.

When you've completed the tutorial, you'll better understand how to make your Crystal reports provide just the data you want them to, in the format you prefer.

The tutorial contains the following lessons:

- **Lesson 1: Modifying Inventory Labels to Create Price Tags.** In this lesson you learn how to save one of the standard Crystal reports in an editable version and then modify the formatting and fields in the report to meet special needs.

- **Lesson 2: Designing a Customer Contact List.** This lesson tells you how to build a simple report that will help you stay in touch with customers. In this lesson, we'll build the report from the ground up.

- **Lesson 3: Designing a Quotes Good Through List.** The third lesson tells you how to use the Crystal Standard Report Creation Wizard to put together a more complex report, one that lists quotes issued to customers by expiration date.

The tutorial also contains two appendices that have useful additional information.

- **Appendix 1: Adding Database Information to a Crystal Report.** This provides basic instructions on using the Crystal Database Expert to select and meaningfully link database tables so that desired information from the Peachtree databases appears in your reports.

- **Appendix 2: Filtering Crystal Report Data.** This gives you tips on filtering database information to further limit the data that appears in your Crystal reports.

## Lesson 1: Modifying Inventory Labels to Create Price Tags

The first lesson in the tutorial is a warm-up exercise in which we customize one of the standard Crystal reports. We'll turn the inventory labels into price tags that can be attached to sale merchandise.

### Use "Save As" to Create a Working Version of the Report

Since the standard reports are read-only versions (you can't edit them in any way), we need to create an editable version of the inventory labels.

1. If Crystal Reports isn't currently running on your computer, start it now.

2. Select **File>Open**, and then navigate to the BCS folder in the Program Files\Sage Software\Peachtree\Company directory; this is where Bellwether Garden Supply company data is located.

3. From the reports listed in the Open window, select **Inventory Labels**.

4. A message appears telling you that you cannot write to (edit) the report. Click **OK**.

5. To save the report in editable form, from the **File** menu, select **Save As**.

6. In the **File name** box, enter "Price Tags." (Crystal Reports will automatically add the needed .rpt extension.) Then select **Save**.

7. Close the report.

8. Go to **File>Open** and reopen the "Price Tags" report.

**Modify the Labels to Create Price Tags**

We're now ready to start working on our modified version.

1. Select the **Design** tab.

2. We won't need the **Vendor ID** or **Location** fields, so place the cursor in the blue area that reads "Details d" and right-click.

3. From the pop-up menu, select **Delete Section**.

4. We want to keep the section marked "Details c," so we'll delete just the **Vendor ID** field. With the mouse cursor, select the field.
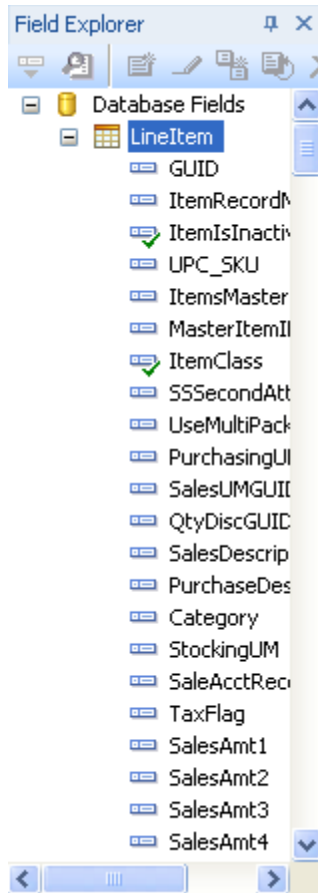
   An object frame appears around the field, and the cursor turns into a cross with four arrowheads. The field is now editable.
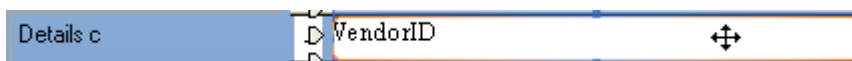


5. Right-click, and from the pop-up menu, select **Delete**.

   The field is deleted.

6. Select the **Field Explorer** button  in the Standard toolbar.

7. In the Field Explorer, double-click the Database Fields folder to open it, and then double-click the LineItem table to open it.

Field Explorer

- Database Fields
  - LineItem
    - GUID
    - ItemRecordN
    - ItemIsInactiv
    - UPC_SKU
    - ItemsMaster
    - MasterItemII
    - ItemClass
    - SSSecondAtt
    - UseMultiPack
    - PurchasingUI
    - SalesUMGUII
    - QtyDiscGUIC
    - SalesDescrip
    - PurchaseDes
    - Category
    - StockingUM
    - SaleAcctRec
    - TaxFlag
    - SalesAmt1
    - SalesAmt2
    - SalesAmt3
    - SalesAmt4

8. Find the **PriceLevel1Amount** field; select it; and drag it into the Detail c section. Release the mouse button.



Details c                          el1Amount
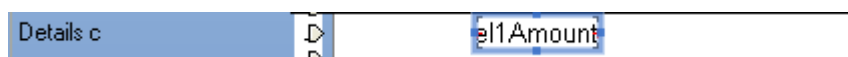
9. Close the Field Explorer window.

10. Now we want to modify the font used for the **ItemDescription** field. Select the field, and then right mouse click.

11. From the pop-up menu that appears, select **Format Field**.

12. Select the **Font** tab.

13. From the **Style** drop-down list, select **Bold**.

14. Click **OK**.

15. Now let's change the font of the **PriceLevel1Amount** field. Select it, and right mouse click. Select **Format Field**.

16. Select the **Font** tab.

17. Use the **Font** drop-down list to select **Arial**.

18. Use the **Style** drop-down list to select **Bold**.

19. Use the **Size** drop-down list to select **16** points.

20. Use the **Color** drop-down list to select **Red**.

21. Click **OK**.

22. Use the frame handles (small blue squares located around the frame) to resize the object so that you can read more of the object name.



23. Next we want to insert an "Our Price" marker. Select the **Insert Text Object** button  in the Insert Tools toolbar. Notice the cursor appears as a plus sign.

24. Place the cursor at the far left side of the Details c section, hold the left mouse button down and drag the text box to the right.



25. A text cursor appears at the right side of the object frame. Type in the following: "Our Price: $."

26. Click outside the object frame, and then right-click it. From the pop-up menu select **Format Text** and select the **Font** tab. Now make the font settings exactly as in steps 17 through 20. Click **OK**.

27. The text will probably appear a bit cut off at the bottom, so select the bottom frame handle (the small blue square at the bottom of the frame), and drag it downward until you can see the text plainly.
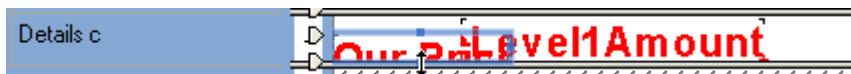


28. Select the object frame, and move it up so that it more or less aligns with the **PriceLevel1Amount** field.



29. To make more precise adjustments, we need to go to the Preview tab.

30. Our labels look pretty good already, but we need to make a couple of adjustments First we need to move the PriceLevel object to the right. Select the first

**PriceLevel1Amount** object frame and move it to the right so that you have enough room to display the **"Our Price"** object frame.

31. Next we need to expand the **"Our Price"** object frame so that the entire label is shown, making sure that there is a slight space between the **"Our Price"** object frame and the **PriceLevel1Amount** object frame. Select the first **"Our Price"** object frame in the window. When the frame handles appear, click on the one at the right side of the frame, and drag the frame to the right.



32. The **"Our Price"** field is rather far away from the dollar sign, so let's close up the space. Select the **PriceLevel1Amount** field (in the illustration above, it would be the **79.99** value). When the object frame appears, click the **Align Left** button in the Formatting toolbar at the top of the window.



This way, if the **PriceLevel1Amount** field has a large value in it (1,000.00 or more), the field will expand to the right to accommodate the longer string of numbers. Our price tags are now complete.

33. Finally, from the **File** menu, select **Save As**, and save the report under the name "Price Tags."

**Review of Lesson 1**

Let's review some of the ideas we covered in Lesson 1:

▪ Since the standard Crystal reports that come with Peachtree are read-only, if you want to customize one of the reports, you must first save it under a new filename.

▪ When you are working with data fields within a report, select them and right click to see a pop-up menu that lets you format, delete, and copy fields, as well as perform other functions.

▪ To insert data fields, use the **Field Explorer** button in the Standard toolbar. To insert text fields, use the **Insert Text Object** button in the Insert Tools toolbar.

▪To move a field, first select it. The cursor will change into a cross with four arrowheads, indicating that you can now manipulate the frame. To move the frame, simply drag and drop it.

▪To expand or contract an object frame, select the frame; click the appropriate frame handle (at either right, left, top, or bottom of the frame); and then drag and release the frame.

## Lesson 2: Designing a Customer Contact List

The second lesson in the tutorial covers the design of a contact list you can use to help keep track of your customer base. It will list customer company name, contact name, and phone number.

**Select the Report Database**

First we need to select the tables whose database information we'll use to build the report.

1. If Crystal Reports isn't currently running on your computer, start it now.

2. Select **File>New>Blank Report**.

3. In the Database Expert, double-click **Create New Connection** and then click the + sign next to the OLE DB (ADO) folder.

4. Select the **Use Data Link File** checkbox.

5. In the Microsoft Data Link File field, browse to your company folder and select Crystalreports.udl.

6. Click **Next**, then **Next**, and then **Finish**.

7. From the list of displayed tables, select **Customers**; either double-click it or select the **Right Arrow** button .

8. When finished, select **OK**.

9. From the Standard Toolbar, select **Field Explorer**.

**Select and Insert Fields**

Now we want to place the appropriate fields in exactly the right spots within the report.

1. In the Field Explorer, double-click **Database Fields** and then **Customers**.

2. From the list of customer fields, select **CustomerID**, and then drag it to the far left of the Details section of the Report Designer.
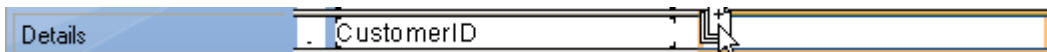
An object frame with the cursor shaped like an arrow appears as you drag the field.



3.  To insert the field, release the mouse button.

    Note the following:

    ▪The object frame indicates that when the report is either printed or previewed, the field value will appear where the field name now appears.

    ▪The width of the object frame indicates the maximum allowable width of the printed or previewed field. It is set to display the maximum number of characters in the field, but you can change this by resizing the object frame.

    ▪The field name is repeated above, underlined, in the Page Header section. This represents the column header text for the field and is how the header will appear on the printed or previewed report.

    ▪The font and style used in displaying both the field value and the column header indicate the font and style selected for the characters that appear in both these elements. Later, we'll tell you how to change the font and style of text characters.

4.  Now we want to add two additional fields to the report. In the Field Explorer window, select the **Contact** field; press the **Ctrl** key; and then select the **Phone_Number** field. Drag the fields and place them to the right of the **CustomerID** field.



    As you drag the fields, an object frame appears with the cursor shaped like an arrow atop stacked sheets of paper marked with a plus. This indicates that you are inserting multiple fields at once.

5.  Click the mouse button to insert the fields.

    The fields appear in the same order in which you selected them in the Field Explorer window, namely, **Contact** followed by **Phone_Number**

6.  Next we want to place the company name at the top of the report. In the Field Explorer window, select **Formula Fields**, and then select the **New**  button.

The Formula Name window appears.

7. Type in "Company Name," and then select the **OK** button.

   The Formula Editor appears.

8. In the middle panel, double-click the **Functions** icon to expand the list of function categories. Find and double-click **Additional Functions** to further expand the list.

9. Find and double-click the **peach (u2lpeach.dll)** icon.
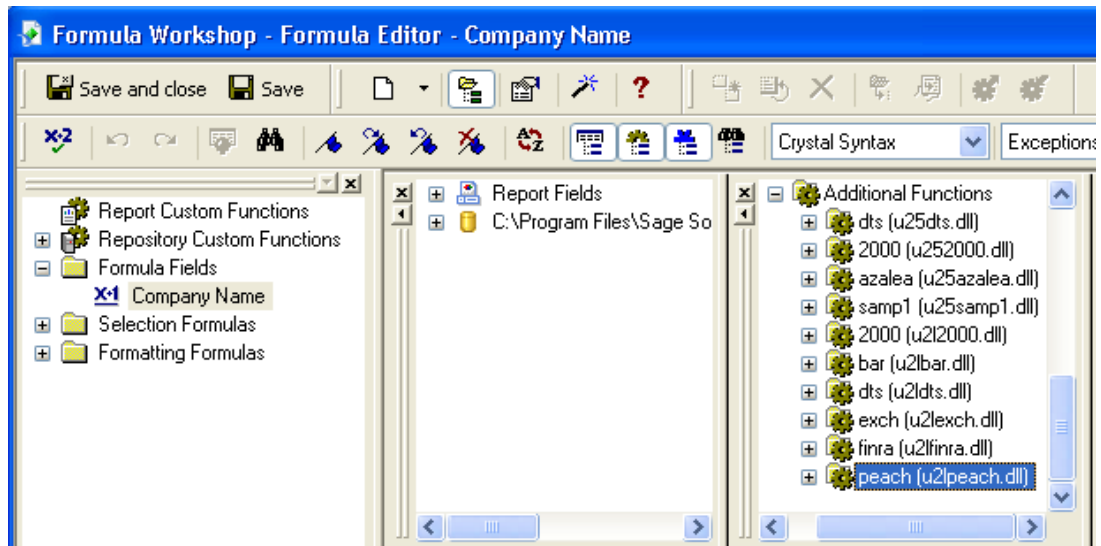


This expands the list to display the list of custom Peachtree functions. The functions marked "v2" are Crystal Report for Peachtree Version 9 custom functions. These functions will work with Crystal Reports 2008.

10. Double-click the function **GetPeachCompanyNamev2**.
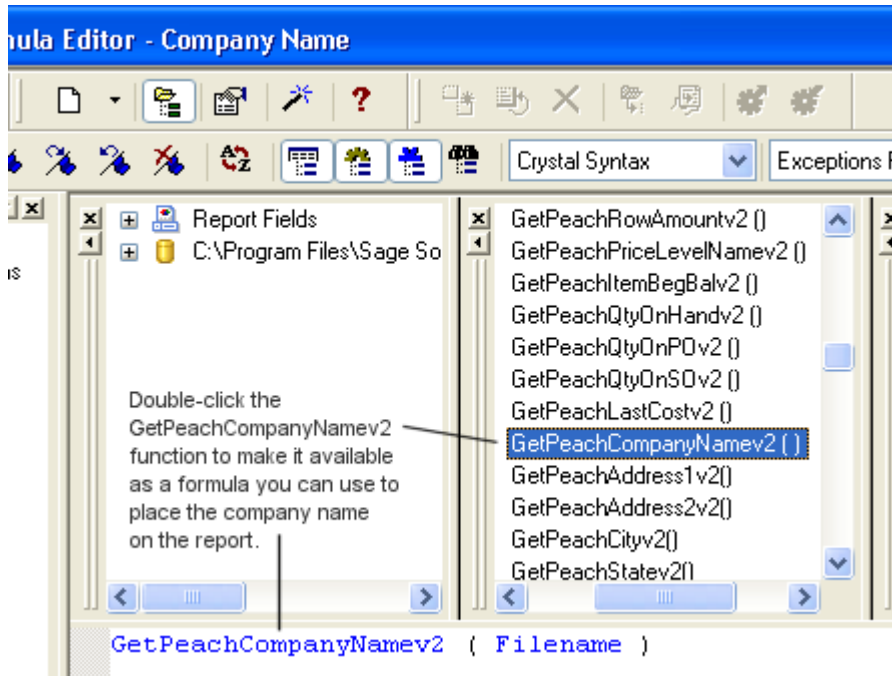
This is the function that will display the company name when placed in a formula and then applied to a report.

11. Select the **Save and close** button ![Save and close] in the upper left corner of the Formula Editor.

   The Company Name formula appears in the list of formulas in the Field Explorer window.

12. Drag the Company Name formula field to the Report Header section, and click to place it at the top of the section, centering it within the section.

   The field name aligns with the left side of the object frame.

13. To center the field name so that the company name is centered on the printed or

   previewed report, select the object frame and then select the **Align Center** button ![icon] in the Formatting toolbar.

   The formula name is now centered in the object frame, indicating that the formula will be centered on the printed or previewed report.

**Title and Preview the Report**

Finally, we want to add a title to the report. To do so, we'll need to slightly increase the size of the Report Header section.

1. Place the cursor on the dividing line between the Report Header and Page Header sections.
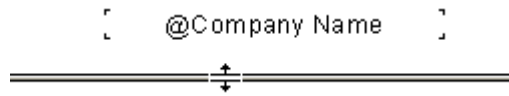


   The cursor now has double arrows, indicating that you can use it to move the divider between sections.

2. Hold down the left mouse button, and move the dividing line down perhaps a quarter of an inch, just enough to insert the report title.

3. To insert the title, click the **Insert Text Object** button  in the Insert Tools toolbar. The cursor turns into a plus sign. Select the area below **Company Name**, hold the left mouse button down, and drag the object frame to the right so that it is located below **Company Name**.

   An object frame appears with the text cursor at the left side of the frame.



4. In the object frame, type "Customer Contact List."

5. Next, let's center the title just as we did the **Company Name** formula. Select the object frame around the report title, and then click the **Align Center** button .

   The text appears centered within the object frame.

6. Now we want to change the font and style of the report title. Select the object frame around the title, and then right mouse click.

7. From the pop-up menu that appears, select **Format Text**.

8. Select the **Font** tab.

9. From the **Style** drop-down list, select **Bold**.

10. From the **Size** drop-down list, select **18** points.

11. From the **Color** drop-down list, select **Maroon**.

12. When finished, select **OK**.

13. Use the blue frame handles to resize the field so that the whole title is visible.

14. The title will be a bit off center, so select the object frame; drag it to center it; and then release the mouse button.

15. Before you preview the report, you need to save it so that the formulas will work correctly. Go to **File>Save As** and save the report with the name "Customer Contact List".

16. Now let's preview the report to make sure it will look all right when printed. Do one of the following:

    - From the **View** menu, select **Print Preview**.

    - From the Navigation Tools toolbar, select the **Refresh** button .

    A new tab, the **Preview** tab, appears. It shows how the report will look in printed form.

    To make any desired changes such as changing the placement of fields for a more esthetically pleasing effect, select the **Design** tab, and work with the fields there. As you learned in <u>Lesson 1</u>, it's possible to change report elements on the **Preview** tab, but it's generally easier working on the **Design** tab.

17. Finally, if you made any additional changes, from the **File** menu, select **Save As**, and save the report under the name "Customer Contact List."

**Review of Lesson 2**

Let's review some of the ideas we covered in Lesson 2:

- Use the Database Expert window to connect with the file that contains the database tables you want in your report. Use this window also to find and select the tables you want to include.

- To add fields to the table, use the Field Explorer to find and select the appropriate fields within the included database tables. You can select multiple fields by highlighting the fields and then selecting the **Ctrl** button.

- To resize any of the sections in the report, just select the section divider, and holding down the left mouse button, drag the divider to the position you want.

- To center text within an object frame, use the **Align Center** button.

▪To add text to the report, use the **Insert Text Object** button

▪To change the font properties of a text object, select the object and right mouse click. From the pop-up menu, select **Format Text**. Select the **Font** tab and make the appropriate changes.

▪To preview a report before printing, select **Print Preview** from the **File** menu, or select the **Refresh** button in the Navigation Tools toolbar.

## Lesson 3: Designing a Quotes Good Through List

In this lesson we design a list of quotes issued to customers arranged by good-through (quote expiration) date. The report will list the initial date of the quote, the customer, the quote amount, and the good-through date.

To show more of the design capabilities of Crystal Reports for Peachtree, this time we'll let the Report Expert guide us.

**Use the Report Expert to Build the Report**

1. From the **File** menu in Crystal Reports, select **New>Standard Report.**

   The Standard Report Creation Wizard starts with the Data window.

2. Double-click the **Create New Connection** folder to open it, and then click the + sign next to **OLE DB (ADO)**.
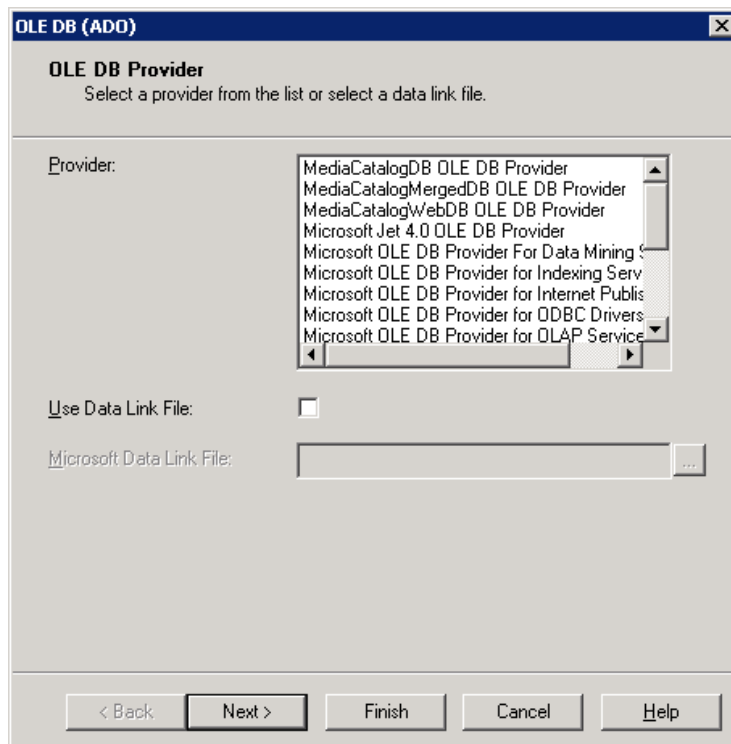
3. Select the **Use Data Link File** checkbox.

4. In the Microsoft Data Link File field, browse to your company folder and select Crystalreports.udl.

5. Click **Next**, then **Next**, and then **Finish**.

6. From the list of displayed tables, select **JrnlRow**. Then select the **Right Arrow** button [ > ].

   JrnlRow appears in the **Selected Tables** box on the right.

7. Repeat step 7 for the **JrnlHdr** and **Customers** tables.

8. When finished, select **Next**.

   The Link window appears, asking that you link the tables as needed.

9. Smart Linking attempts to link tables, but it may not always be the way you want it. In this case, we need to clear the links and redo them.

10. Click **Clear Links**. Click **Yes** on the message asking if you want to remove all of the links.

11. Click **Auto-Arrange**. you'll probably want to make the window larger so you can see all the tables.

12. Move JrnlRow to the right and move JrnlHdr and Customers so they are aligned vertically to the left of JrnlRow.
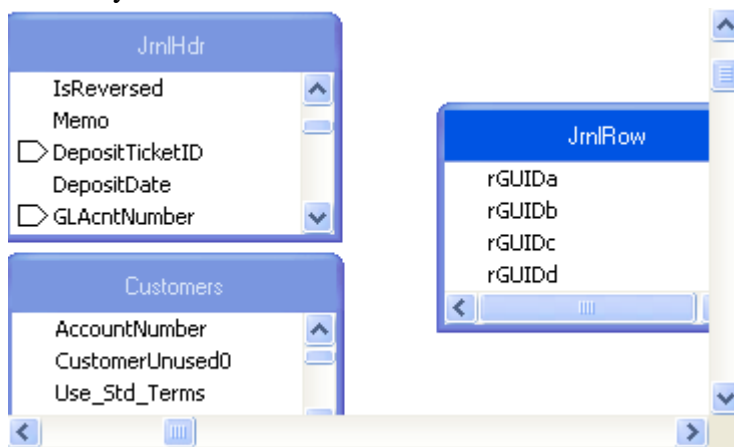


13. Locate the **PostOrder** field in both the **JrnlHdr** and **JrnlRow** tables.

14. Using the mouse, click on the **PostOrder** field in the **JrnlHdr** table and while holding down the left mouse button, move to the **PostOrder** field in the **JrnlRow** table. Release the mouse button.

Notice an arrow appears showing the link between the two tables.
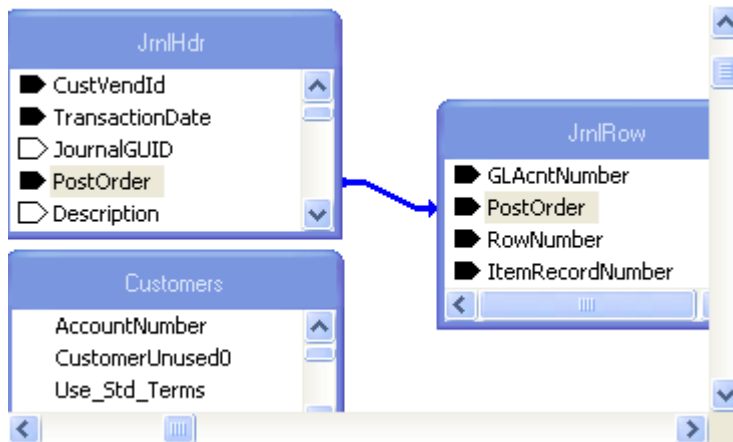


15. Locate the **CustomerRecordNumber** field in the **Customers** and **JrnlRow** tables.

16. Using the mouse, click on the **CustomerRecordNumber** field in the **Customers** table and while holding down the left mouse button, move to the **CustomerRecordNumber** field in the **JrnlRow** table. Release the mouse button. Notice an arrow appears showing the link between the two tables.

17. Click **Next**.

The Fields window appears.

18. In the **Available Fields** box, double-click the Customer table if it is not already open.

Select the **CustomerID** field, and then click the **Right Arrow** button [ > ].

The **CustomerID** field moves to the **Fields to Display** box at the right side of the window.

19. In the **Available Fields** box, double-click the JrnlHdr table to open it. Press the **Ctrl** key, and select the **TransactionDate**, **MainAmount**, **GoodThruDate**, and

**QuoteIDForSales** field, and then click the **Right Arrow** button [ > ].

20. Use the **Up** and **Down Arrow** buttons [ ↑ ↓ ] above the **Fields to Display** box to place the fields in the following order (if they aren't already):

- **GoodThruDate**

- **CustomerID**

- **QuoteIDForSales**

- **TransactionDate**

- **MainAmount**
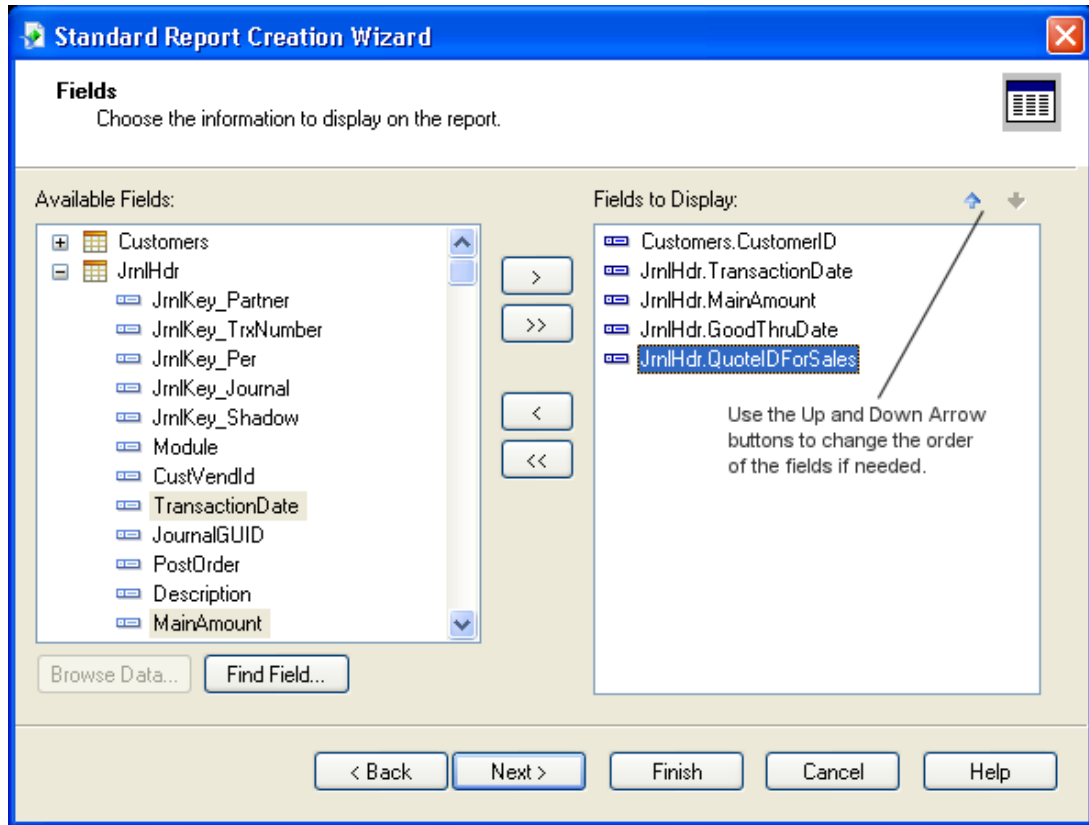


21. When finished, select the **Next** button.

    The Grouping window appears.

22. We want to group our data by the **GoodThruDate** field, so select it in the **Available Fields** box, and then click the **Right Arrow** button ⌐ > ⌐.

23. The preselected sort order is acceptable, so select the **Next** button.

24. We want to include summary information to appear on our report, and the Summaries window lets us do this. The Wizard has intelligently preselected the **MainAmount** field as the field to summarize. This is acceptable, so select the **Next** button.

25. The Group Sorting window lets us sort groups based on summarized totals. This could be useful if we wanted to see, for example, which sales rep made the most sales in a month, but for our current report sorting is not important. So select the **Next** button without making any changes to the settings.

    Now, the **Chart** window appears.

26. Again, a chart would be valuable for visually representing sales per sales rep or per geographic area, but for our report charting is not important. So select **Next** without choosing a chart option.

    The Record Selection window appears.

27. We want to make sure that only quotes appear in our report. To do so, in the **Available Fields** box, double-click the JrnlHdr table to open it. In this list of fields, select **JrnlKey_Journal**. This will tell Crystal that of all the comp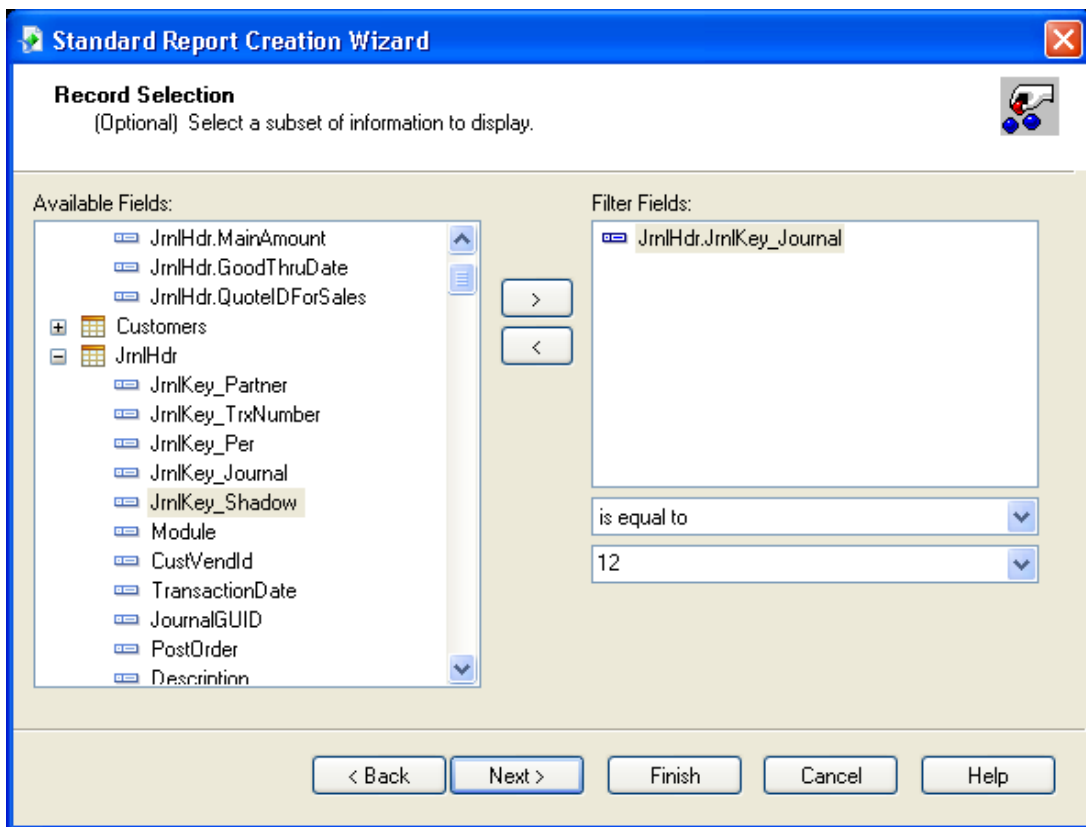any information contained in the journal header file, we want only quote information to appear in the report. Click the **Right Arrow** button [ > ].

28. From the drop-down list immediately underneath the **Filter Fields** box, select **is equal to**. And in the other drop-down list box that appears, type **12**.



29. In the **Available Fields** box, double-click the JrnlRow table to open it.  Select **DistNumber**, move it to the **Filter Fields** box on the right side of the window. Make sure DistNumber is selected and select the **is equal to** parameter from the first drop-down list. In the second drop-down list box, type **1**.

30. When finished, select **Next**.

The last window, the Template window, lets you overlay your report with a predesigned template that can give your report a little additional flair. To familiarize yourself with the available templates, click each to preview it. For our current report we want a plain format, so we'll stick with the **No Template** option.

31. Select **Finish** to see the completed Quotes Good Through report.

    Notice that the finished report is displayed on the **Preview** tab to show what it will look like when printed. To achieve the look seen above, you may need to make minor adjustments to the column headings.

32. Finally, select the **Save** button in the Standard toolbar, and save the report under the name "Quotes Good Through List."

33. Now test your memory. Insert the "Bellwether Garden Supply" company name on the report. If you don't remember how, consult the section of Lesson 2 where we discuss putting the company name on a report. Save the report after adding the company name.

**Filter the Report**

Now a bit of fine tuning: we want to add a *parameter field*, which will make the report more useful by limiting the amount of data displayed. The parameter field we want to add will filter the **GoodThruDate** field by a cutoff date so that no quotes with an expiration date earlier than the cutoff date will appear on the report.

> **Note:** For more information on using parameter fields, look up "Parameter Fields" in the Crystal Reports Online Help index.

*Before beginning this exercise, open Bellwether Garden Supply in Peachtree and take note of the year. If it is not 2007, please use that year in the lessons below (instead of 2007).*

1. In the Standard toolbar, select the **Field Explorer** button.

2. When the Field Explorer window appears, select **Parameter Fields** and right click. From the pop-up menu, select **New**.

3. In the **Name** field, enter "QuoteExpirationDate."

4. In the **Type** field, use the drop-down list to select **Date**.

5. In the Value area of the grid, click where it says "Click here to add item" and enter "4/1/2007.

6. In the Value Options grid, change the setting for **Prompt Text** to "Enter desired Quote Good Through Date".



7. Click **OK**.

8. Next, we want to create a report selection formula that will filter the report to show quotes that fall before the expiration date of April 1, 2007. From the **Report** menu, choose **Selection Formulas** and then **Record**.

   The Record Selection Formula Editor appears.

9. Place the cursor after the text which reads **{JrnlRow.DistNumber} = 1**. Type a space and then the word "and." Press **Enter** to go to the next line.

10. In the panel on the left side of the window, double-click the **Reports Fields** icon to open it, and then double-click the **JrnlHdr.GoodThruDate** field. It will appear as part of the selection formula. Type a greater than (>) sign after it.

11. Select the **Report Fields** icon at the top of the left panel; then find and select (double-click) the **?QuoteExpirationDate** field. It should appear as part of the selection formula, as shown below.

The formula you created should look like this.

```
{JrnlHdr.JrnlKey_Journal} = 12 and
{JrnlRow.DistNumber} = 1 and
{JrnlHdr.GoodThruDate}>{?QuoteExpirationDate}
```
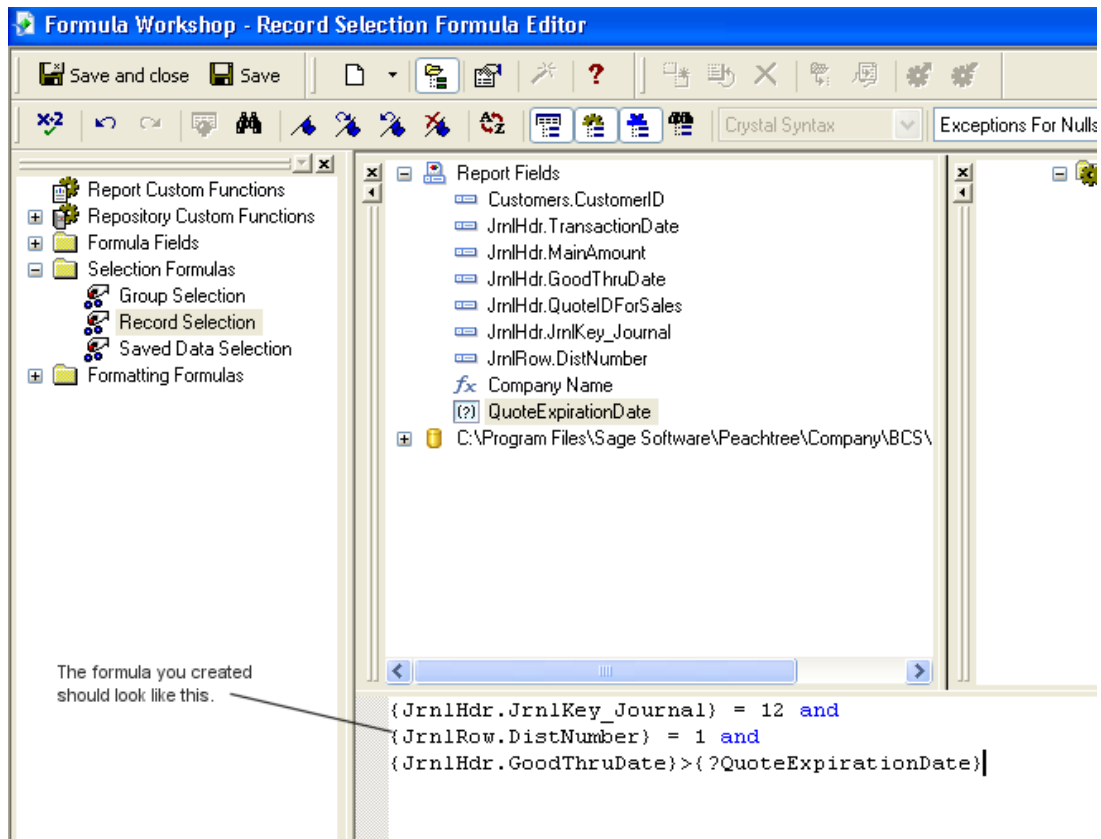
12. The formula is now complete, so select the **Save and close** button ![Save and close] to close the Record Selection Formula Editor.

13. When the Enter Values window appears, select **4/1/2007** from the Please enter a date drop-down list. Click **OK**.

   Since we have previously saved the report, a message may appear telling us that Crystal has detected a change.

14. If necessary, select the **Refresh Data** option.

15. Now select the **Save** button ![Save] again to save the final version of our report.

**Review of Lesson 3**

Let's review some of the ideas we covered in Lesson 3:

▪The Standard Report Creation Wizard lets you choose the database, database tables, and links that will operate in the report much as you would do if you had started with the Database Expert.

▪The **Fields** window of the Wizard lets you add fields to the report and also select the order of those fields and the column headings that will identify them in the report.

- The **Grouping** window lets you group all information in the report by one or more of the chosen fields.

- The **Summaries** window lets you chose a field or fields that will provide summary information in the report. It also lets you chosen whether or not to include a grand total as part of the summary information.

- The **Group Sorting** window lets you sort groups based on summarized totals. This could be useful in the case of reports reflecting information such as sales, where you will want to track sales reps or units doing the best business.

- The **Chart** window lets you add a chart to the report, a visual representation of facts and figures in the report.

- The **Report Selection** window lets you use one or more of the fields to filter the information that appears on the report. This will limit the amount and nature of data you see.

- The **Template** window lets you overlay your report with a predesigned template, to give your report added flair.

- If you want to further limit the data appearing on the report, adding one or more parameter fields to the report will be the answer. Go to the Field Explorer, select **Parameter Fields**, right click, and select **New**.

## Appendix 1: Adding Database Information to a Crystal Report

Crystalreports.udl contains field information about your company that you will want to include in your Crystal reports. Briefly, here's how you do it: The Crystal Reports Database Expert lets you open this file and access the field information contained in its data (.DAT) files. On the Database Expert's **Links** tab, you see the .DAT files listed as a series of database *tables* that you can select and add to your report.

Once tables are added to the report, the Database Expert's **Links** tab lets you make meaningful connections among the fields contained in them. The reason you link related fields across tables is so that the data represented by the fields can match up in useful ways within your report. For example, you would probably want to link the **CustomerRecordNumber** field in the JrnlRow database table to the **CustomerRecordNumber** field in the Customer table. This way, transaction information for each customer would be credited to the proper customer record in the report.

Finally, with the tables added and their fields properly linked, you're ready to insert the field information contained in the tables wherever you want it to appear in your report.

To add linked database information to a Crystal report, follow these steps:

1. Select the **Database** menu, and then select **Database Expert**.

   The Crystal Database Expert window appears.

2. In the **Available Data Sources** box, double-click the **Create New Connection** folder to open it.

3. Find and open the **OLE DB (ADO)** folder by clicking the + sign. This will open the OLE DB (ADO) window
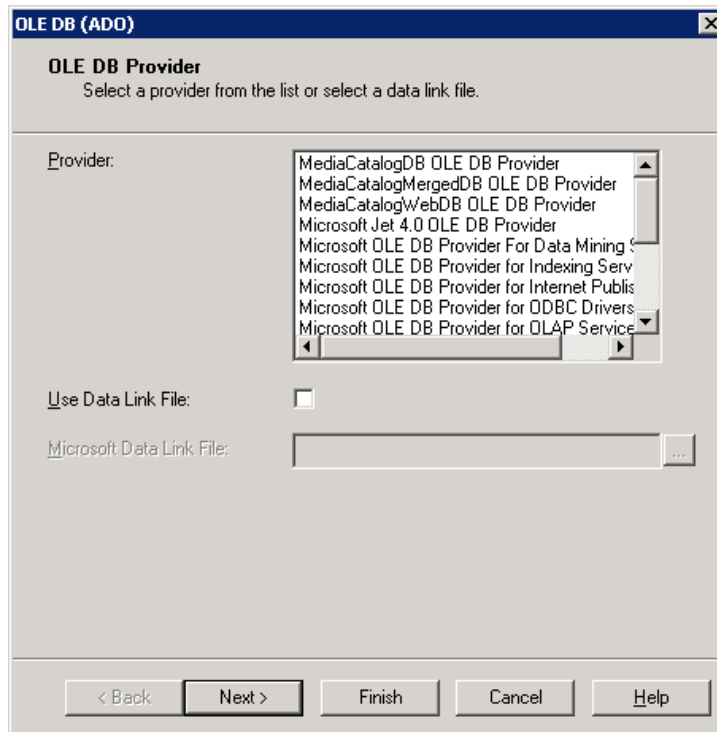


4. Select the **Use Data Link File** checkbox.

5. In the Microsoft Data Link File field, browse to your company folder and select Crystalreports.udl.

   Note: there may be cases where you will need to select **Pervasive PSQL OLE DB Provider** in the Provider list before you can select Use Data Link File.

6. Click **Next**, then **Next**, and then **Finish**.

   The Database Expert window returns with the contents of the file displayed as a series of tables in the **Available Data Sources** box.
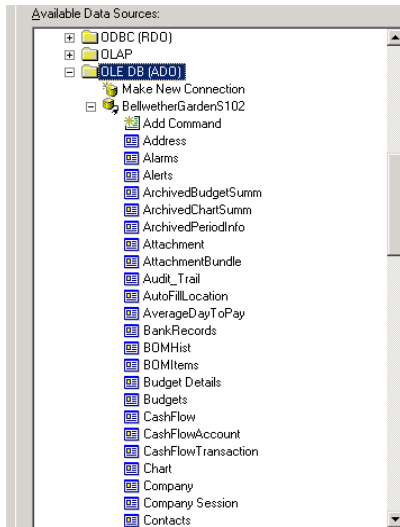
These tables correspond to the Peachtree .DAT files. For example, the Company table contains all the company fields present in the COMPANY.DAT file, and the Employee table contains all the payroll fields present in EMPLOYEE.DAT.

7.  Select as many tables in the list as you want to include in the report. To select a table, either highlight it and then click the **Right Arrow** button, or highlight and double-click the table.

8.  If you want to view or make changes to the way the fields are linked between tables, select the **Links** tab. All the tables you have chosen are displayed at the center of the window. If the Smart Linking feature is turned on, the Expert automatically links all appropriate fields in the table. You can make new links or dissolve old ones as explained in Crystal Reports Online Help; select the **Help** button in the Database Expert window.

9.  When finished working in the Database Expert, select **OK** to close the window.

Now, with the fields in the tables properly linked, you can use the Field Explorer to insert database information wherever you want it to appear in your report. For more information, look up "Field Explorer" in Crystal Reports Online Help.

## Appendix 2: Filtering Crystal Report Data

The Peachtree JrnlRow and JrnlHdr tables are often the primary tables used in constructing Crystal custom reports. Certain fields in these tables can help you filter your custom reports so that only the data you want is returned in the reports.

In addition, you can use certain fields to filter your reports for information you don't want to see—for example, zero-dollar or void transactions. To do this, you need to edit the selection formulas for these included report fields.

## Filter Reports Using Specific Fields

### The JrnlRow Table

Three fields in the JrnlRow table are especially useful for filtering reports: **RowNumber**, **RowType**, and **Journal**.

**RowNumber:** The **RowNumber** field is used to order transactions consistently in a report and is numbered according to the number of data elements in the individual transaction. So you could select **RowNumber** as the field to link in the JrnlRow table. You could then create a selection formula that would tell Crystal which specific row in the transaction to draw on. For example, your selection formula might set the value of the **RowNumber** field to zero. The zero value means that the report will draw on the "top-most row," or most basic level of information in the transaction. That translates to the dollar amount figure in most transactions, such as customer or vendor invoices.

To set the value of a field like the **RowNumber** field, you use either the Crystal Record Selection Formula Editor or Select Expert.

1. Open the appropriate report in the Crystal Design window.

2. Do one of the following:

   - To open the Record Selection Formula Editor, from the **Report** menu, choose **Selection Formulas** and then **Record**. Set the value of the RowNumber field as desired.

   - To open the Select Expert, from the **Report** menu, choose **Select Expert**. You will see a **JrnlRow.RowNumber** tab showing the current value of the **RowNumber** field. Type in a new value, or select it from the drop-down list.

**RowType:** Similar to **RowNumber**, the **RowType** field has a number of valid types, including **JrnlRowType_Normal**, which draws information from basic transactions such as invoices, credit memos, and sales orders.

**Journal:** The **Journal** field is very useful since its function is to draw on information in the Peachtree journals, such as the General Journal. Below is a table of the valid values for this field and the Peachtree journals corresponding to each value.

| Value | Peachtree Journal |
|-------|-------------------|
| 0 | General Journal |
| 1 | Cash Receipts |
| 2 | Cash Disbursements |
| 3 | Sales |

| | |
|---|---|
| 4 | Purchases |
| 5 | Payroll |
| 7 | Inventory Adjustments |
| 8 | Assemblies |
| 10 | Purchase Orders |
| 11 | Sales Orders |
| 12 | Quotes |

Just as in the case of the **RowNumber** field above, you can set the value of the Journal field in either the Crystal Record Selection Formula Editor or Select Expert. For example, if you set the value of the field to three, then your custom report would draw on the Sales Journal for its information.

### The JrnlHdr Table

The JrnHdr table, too, has at least one field that will help you filter reports, the **TransactionDate** field. This field will let you make sure the report contains information only for a journal transaction that occurred on a specific date. As with other fields discussed above, you can change the value of the **TransactionDate** field in either the Record Selection Formula Editor or Select Expert.

## Filter Reports to Eliminate Null Values

Oftentimes, you won't want your Crystal reports loaded with empty bits of information, including transaction fields for which there is no dollar total, no date, or no reference number of some sort (for example, invoice or purchase order number.) You can do this by creating special selection formulas for the fields you use to build your Crystal report.

### Null Dates

For example, suppose you wanted your report to filter out all sales order transactions that were lacking a ship-by date. You would set up the report to include the **ShipByDate** field from the JrnlHdr table. Then, in either the Record Selection Formula Editor or Select Expert, you would set the value of this field so that the report returned only sales orders with non-null ship-by dates. In the Record Selection Formula Editor, the **ShipByDate** field selection formula should look like this:

```
{JrnlHdr.ShipByDate}<>Date(0,0,0)
```

*The result:* The report would include a ship-by date from the original Peachtree transaction only if that date were greater or less than 0 month/0 day/0 year—in other words, non-null.

**Null Currency Amounts**

Similarly, if one of your reports lists your company's inventory items, you could filter out all null occurrences of last unit cost. You would do this by including the **LastCost** field from the LineItem table and setting the value of the field so that it would return only non-null values for the field. In the Record Selection Formula Editor, the **LastCost** field selection formula should look like this:

`{JrnlHdr.LastCost}<>0`

*The result:* The report would include a last unit cost from the original Peachtree item record only if the cost were greater or less than zero.

**Null Strings**

You can filter your reports so that transaction fields lacking information don't show up on the report. Let's say you wanted to filter your report so that a reference number would show up only if the original Peachtree transaction had a non-null entry for the number. You could do this by selecting the **Reference** field in the JrnlHdr table and setting it so that the report returned only non-null values for transaction reference numbers. In the Record Selection Formula Editor, the **Reference** field selection formula should look this:

`{JrnlHdr.Reference}<>""`

*The result:* The report would include the reference number from the original Peachtree transaction only if it was not blank.

**In Summary**

To filter null Peachtree transaction records out of your Crystal reports, use the following values in your report selection formulas:

- Use **0** to filter out missing currency amounts.

- Use **Date(0,0,0)** to filter out missing dates.

- Use **""** to filter out missing string values, such as transaction reference numbers.