



**Report Assistant
for
Microsoft Dynamics™ SL
Purchasing Module**

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HOW TO USE THIS MANUAL

Flexible reporting is an important part of a company's ability to effectively operate their business. This manual is intended to assist you with flexible reporting in the Purchasing module in Microsoft Dynamics™ SL. This manual is useful during creation or modification of reports in Crystal Reports. The manual is divided into three parts:

Sort and Select Statements – *The first section describes the differences between Sort statements and Select statements. This manual also describes each of the parameters that can be used in a sort or select statement and gives examples of how to use each parameter. This section is a good reference for deciding what Operator to use, and whether to use a Select statement or a Sort statement.*

*At the end of this section, a **Possible Values Chart** is included. The chart displays values stored in Microsoft Dynamics™ SL for some of the more common fields in the Purchasing module. For example, document type values, batch status values, and document status values. When performing Sort and Select statements, you may not be sure of the values for some of these types of fields. The section displays some common fields with possible values.*

Data Field Illustrations – *The second section contains a picture of data entry screens and maintenance screens for the Purchasing module. There is a reference for each field in the screen noting the table and field where the data is stored in the Microsoft Dynamics™ SL data files, as noted through the Customization Manager module. For example, when entries are made in the **Purchase Orders** (04.250.00) screen, the values specified in the PO Number field are stored in the Purchord table, in a field named Ponbr. The illustration in the second section of this guide with the **Purchase Orders** screen includes a reference to the Ponbr field, noting the value for the field is stored in Purchord.ponbr.*

When printing a report, determining the field to use in a Sort or Select statement is not always easy. You may know the field where the data is entered in a screen, but you are unsure of the field and table where the data is stored. With the information in this section, you can quickly determine the entry needed in the Sort or Select Field.

Report Information – *The third section contains pertinent information about each report in the Purchasing module. The following information is contained in the section:*

- **Master table** – When using Sort and Select statements for printing reports, knowing the master table name is important. If the field chosen for the Sort and Select statement is from the master table, the result can be faster report processing and more accurate results.
- **Sort order** – If a report is sorted differently than designed, report totals and subtotals may be inaccurate. Knowing the fields the report currently uses for the sort order may help you produce accurate reports when using sort statements.
- **Report name as stored in Crystal** – If you need to access the report for modification or copying, the report name is important. Many reports have multiple formats available, and determining the correct report to retrieve is more difficult.
- **Sort/select field examples** – A table is included with Sort and Select fields for many of the more commonly used report filters for each report.

SORT AND SELECT STATEMENTS

Overview

Each of Microsoft Dynamics™ SL's report screens includes a Sort tab and a Select tab that allows you to specify parameters used to limit the information included on reports. This section is intended to assist you with using these Sort and Select options.

What is the difference between a Sort statement and a Select statement? Select statements limit the records to be included in a report. For example, if you enter a Select statement to include only one PO Number in a report, only records meeting the specified criteria is included in the report. If no records are found to match the Select parameters specified, the report is blank.

Sort statements modify the sort order of the report. The report contains all of the data that is in the original report, but the Sort statement changes the order of the records when the records are printed.

You can create multiple Sort and Select statements in a report.

The Sort and Select tabs are available for all reports. However, the available fields for Sort and Select statements vary based on the tables associated with the report.

When creating Sort and Select statements, be aware that the results may not always be what you expect. Reports are written with specific grouping criteria and sort orders. When other fields are specified for Sort or Select parameters, the report may not print or total properly. Section 3 of this manual provides the master table information and default sort order for each report.

Select Statements

A *Select* statement is used to limit the records to be included in a report. A *Select* statement is similar to a filter. The *Select* tab is used to specify fields, operators, and values that control the records to be included in the report.

The *Select* tab contains multiple rows, with four fields per row. These four fields include: *Field*, *Operator*, *Value* and *Boolean*.

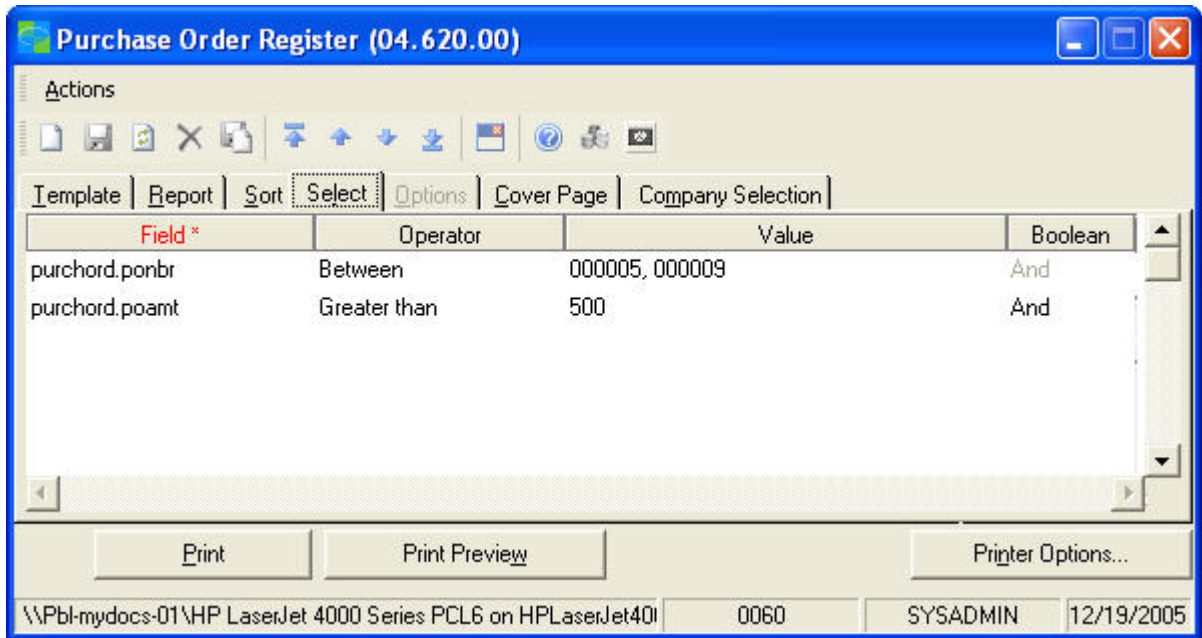


FIGURE 1 – SELECT TAB, FIELD

Field

The *Field* field is used to specify the table and field name to be used to filter the records in the report. In the *Field* area, you can use the *F3* inquiry function to view a list of available tables and fields for the report. Sections 2 and 3 of this guide can be used as a reference for these field names.



NOTE: The list of available fields may include fields that are not used in the report. If you use a field in the *Select* statement that is not used in the report, the report may be blank. See Section 3 for examples of fields commonly used for *Sort* and *Select* statements for each report.

Occasionally, you may need to add a field to the *Field* list to use in a *Select* statement. Adding the *ROI SELECT* function to the report through *Crystal Reports* can be used to add the field. Refer to *Knowledge Base Article 867089* for information on this process.



NOTE: *ROI* stands for *Report Options Interpreter*.

Operator

The Operator field controls the type of filter to apply to the records when the system is gathering data for the report.

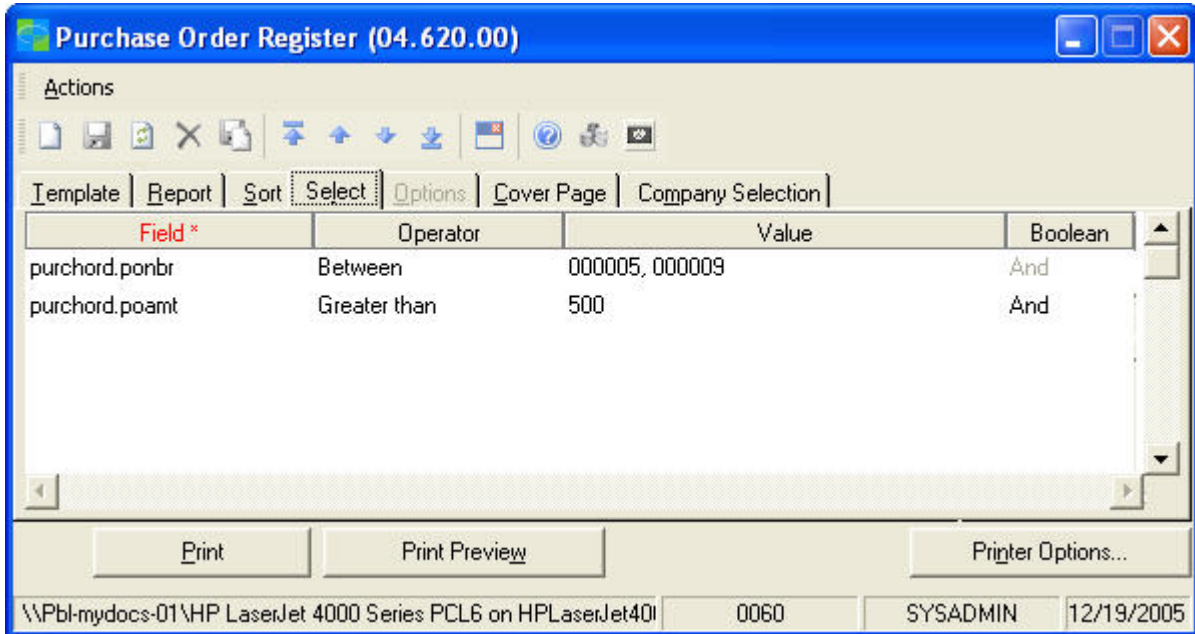


FIGURE 2 – SELECT TAB, OPERATOR FIELD

Begins with

The Begins with Operator is useful when you need a report for a group of records with a common factor. For example, if the subaccount numbers begin with one, the following statement is used to print a report for cash transactions recorded to income accounts.

Field	Operator	Value	Boolean
Potran.sub	Begins With	1	And

Between

Use the Between Operator when to include only the records between a beginning and ending range. In the Value field, separate the first and second values with a comma or the word And. In the following example, the report includes data for purchase orders 600010 through 600020.

Field	Operator	Value	Boolean
Purchord.ponbr	Between	600010,600020	And
Purchord.ponbr	Between	600010 and 600020	And



NOTE: When using between, the report includes records matching the first and second values specified. For example, purchase orders 600010 and 600020 are included in the report.

Contains

The Contains Operator is used to select records that have a specified value in a field. In the following example, the statement displays records for transactions that include BL in the Inventory ID field.

Field	Operator	Value	Boolean
Purorddet.invtid	Contains	BL	And

Equal

Use the Equal Operator for an exact match. In the following example, only records for purchase order 600012 are included in the report.

Field	Operator	Value	Boolean
Purchord.ponbr	Equal	600012	And

Greater than

The Greater than Operator is used to include records larger than the value specified. In the following example, transactions with amounts greater than \$2999.00 are included in the report.

Field	Operator	Value	Boolean
Purchord.poamt	Greater than	2999	And

Greater than or equal to

The Greater than or equal to Operator is used to include records containing the value specified, as well as records greater than the value. In the following example, all transactions for amounts greater than or equal to \$3000.00 are included in the report.

Field	Operator	Value	Boolean
Purchord.poamt	Greater than or equal to	3000	And

In

The In Operator works similarly to the Equal Operator, but allows you to specify multiple items in the Value field. In the following example, records for purchase orders 600010, 600011 and 600012 are included in the report. If there are no records for one of the values specified, the record does not print. However, records for the other two values print on the report.

Field	Operator	Value	Boolean
Purchord.ponbr	In	600010,600011,600012	And

Is NULL



NOTE: The Is NULL Operator is not applicable with this version of Microsoft Dynamics™ SL.

Is not NULL



NOTE: The Is not NULL Operator is not applicable with this version of Microsoft Dynamics™ SL.

Less than

The Less than Operator is the opposite of the Greater than Operator. The Less than Operator is used to select records where a specified field is less than the amount in the Value field. In the following example, the report includes records with transaction amounts less than \$3000.00.

Field	Operator	Value	Boolean
Purchord.poamt	Less than	3000	And

Less than or equal to

The Less than or equal to Operator works the same as the Less than Operator. The Less than or equal to Operator also includes records with a value equal to the amount in the Value field. In the following example, the report includes records with transaction amounts of \$1,999.00 or less.

Field	Operator	Value	Boolean
Purchord.poamt	Less than or equal to	1999	And

Not between

The Not between Operator is used to print a report for values outside a particular range. For example, you need a report that includes all accounts except 1015, 1020 and 1025.

Field	Operator	Value	Boolean
Potran.acct	Not between	1015,1025	And
Potran.acct	Not between	1015 and 1025	And



NOTE: When using Not Between, the report does not include records matching the beginning and ending values specified. For example, accounts 1015 and 1025.

Not contains

The Not contains Operator is used to exclude data from a report with broad specifications. For example, you wanted to exclude all transactions that do not have Joe in the buyer field. Not that any transaction with Joe in the buyer field is excluded.

Field	Operator	Value	Boolean
Purchord.buyer	Not contains	Joe	And

Not equal

The Not equal Operator is used to exclude specific data from a report. For example, the report excludes purchase orders with a type of ST.

Field	Operator	Value	Boolean
Purchord.potype	Not equal	ST	And

Not in

The Not in Operator is similar to the Not equal Operator, but allows you to specify multiple items in the Value field. In the following example, the report excludes purchase orders with a type of ST or BL.

Field	Operator	Value	Boolean
Purchord.potype	Not in	ST, BL	And
Purchord.potype	Not in	ST and BL	And

Value

The Value field is used to specify data that Microsoft Dynamics™ SL uses to compare with when selecting records to be included or excluded in the report. The previous section includes many examples for the Value field. However, there are additional functions available.

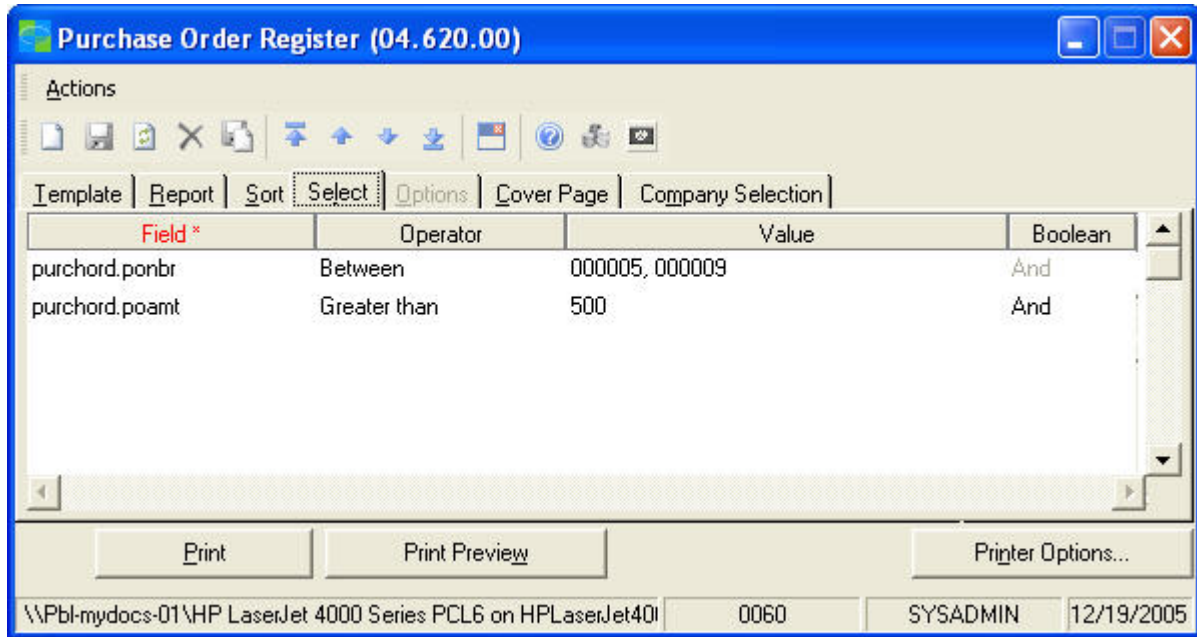


FIGURE 3 – SELECT TAB, VALUE FIELD



NOTE: The Possible Values Chart on Page 26 contains helpful information about values for True and False fields, Active and Inactive fields, and checkboxes.

Wildcards

Microsoft Dynamics™ SL supports the use of wildcards in the Value field of Select statements. In the following example, the report includes information for all subaccounts with 50 as the third and fourth characters. For example, subaccounts 105000, 205010, 255029, and 305045.

The report includes information for all account numbers beginning with 50. For example, accounts 5000, 5004, 5049, and 5045.

Field	Operator	Value	Boolean
Potran.acct	Equal	50??	And

A question mark is used when one character needs to be masked. In the previous example, account 50040 is not included in the report because the account is five characters in length and the value in the Value field is four characters in length. When multiple characters need to be masked, an asterisk is used. By changing the value in the previous example to the following example, Microsoft Dynamics™ SL returns all accounts with 50 as the first and second characters, regardless of the account length.

Field	Operator	Value	Boolean
Potran.acct	Equal	50*	And

Date Values

When using date values, you need to include the forward slashes in the date. Quotes are not necessary. The month and day may be typed with or without leading zeroes, and the year may be typed with 2 or 4 characters.

Field	Operator	Value	Boolean
Purorddet.reqdate	Greater than	06/30/2005	And
Purorddet.reqdate	Less than	1/8/05	And

Dashes and Other Special Characters

Many fields in Microsoft Dynamics™ SL may contain dashes or other special characters that require special consideration when specifying values for Sort and Select statements. Sometimes the values must be typed with the special characters.

The governing factor is whether the special characters are typed during regular data entry. For example, if you have subaccounts set up with multiple segments, the segments may be separated with dashes or other characters. During data entry, the system fills in the separator. When making an entry for subaccount 05-25, you only type 0525 in the data entry screen. In this case, if you want to use subaccount 05-25 as a value for a Select statement, type 0525 in the Value field.

In other instances, the special characters may be required. For example, setting up Inventory IDs with only one segment and then using dashes in the ID field when creating Inventory IDs. In this case, since the dash is not a separator between segments but is instead a part of the ID, the dash must be typed during data entry and when used in a Select statement.

For items such as phone numbers, zip codes, and social security numbers, the system supplies the special characters during data entry. Therefore, the characters are not typed in Select statements.

In general, the way to test if the characters need to be specified is to open a screen where the item is included. If you do not type the special characters during data entry, then do not type the special characters in the Select statement.

Fiscal Periods

Special care must be taken when using fiscal periods in Select statements. In many of the report screens, there are fields used to specify the fiscal periods to be included in the report. The fiscal periods specified in the report screen are used to select the data based on the Period to Post field associated with documents or transactions.

In the Select tab, parameters can be specified to select data based on the Period Entered, Period Closed, and Period to Post. If the report screen includes fields for restricting the periods to be reported and you specify a select statement for Period to Post with a different Period to Post, the report is blank because the data cannot meet both criteria.

*For example, the **Receipts Register** (04.650.00) report screen includes fields on the Report tab to specify the beginning and ending fiscal periods. If you type 01-2005 in both fields, the report includes only transactions posted to 01-2005. If you also specify the following select statement in the Select tab, the report is blank.*

Field	Operator	Value	Boolean
Apdoc.perpost	Equal	200501	And

Although fiscal periods are displayed in screens and reports as month then year, the values are stored in the data files as year then month. Therefore, fiscal periods must be typed in Select statements as demonstrated in the previous examples.

Boolean

Specifying more than one Select statement is often necessary to print only the needed information on a report. The Boolean value defines how the multiple Select statements are used together.

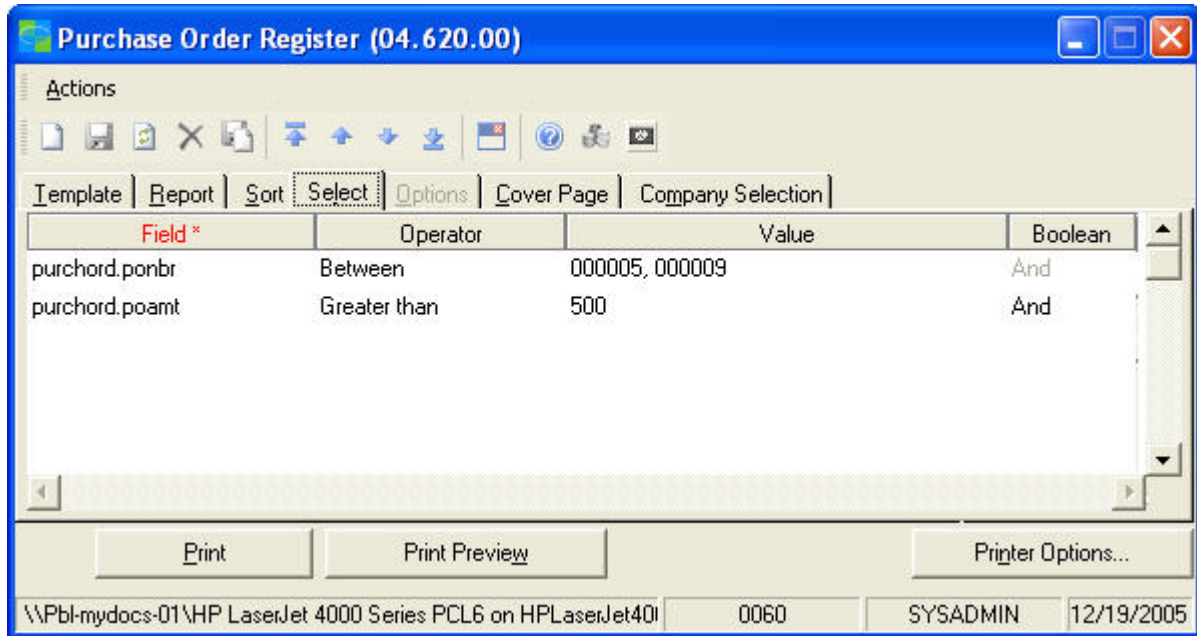


FIGURE 4 – SELECT TAB, BOOLEAN FIELD



NOTE: *The And Boolean on the first line is disabled. The first Boolean is used to join this select criteria to the existing select criteria of the report defined in Crystal Reports.*

***And** – When And is selected in the Boolean field, each record to be included in the report must match the values for both of the Select statements. In the following example, the resulting report includes records for purchase orders associated with the ST order type over \$500.00 and the PO type is ST.*

Field	Operator	Value	Boolean
Purchord.poamt	Greater than	500	And
Purchord.potype	Equal	ST	And

***Or** – When Or is selected in the Boolean field, records are included in the report if the records meet the specifications of one of the Select statements. In the following example, records are included in the report if the order type is DP or the Site ID equals 100.*

Field	Operator	Value	Boolean
Purchord.potype	Equal	DP	And
Purorddet.siteid	Equals	100	Or

Boolean values can be used to create multiple criteria Select statements. This feature allows you to narrow report results as needed. For example, you need a report that includes a list of purchase orders for site 100 that are regular orders, with a promise date before 12/31/05, and the Vendor ID does not equal V0100.

Field	Operator	Value	Boolean
Purorddet.siteid	Equal	100	And
Purchord.potype	Equal	OR	And
Purorddet.promdate	Less than	12/31/05	And
Purchord.vended	Not equal	V0100	And

Sort Statements

The Sort tab contains multiple rows, with five fields per row. When creating Sort statements, the following five fields are used: Field, Sort Type, Sort Ascending, Page Break, and Total Break.

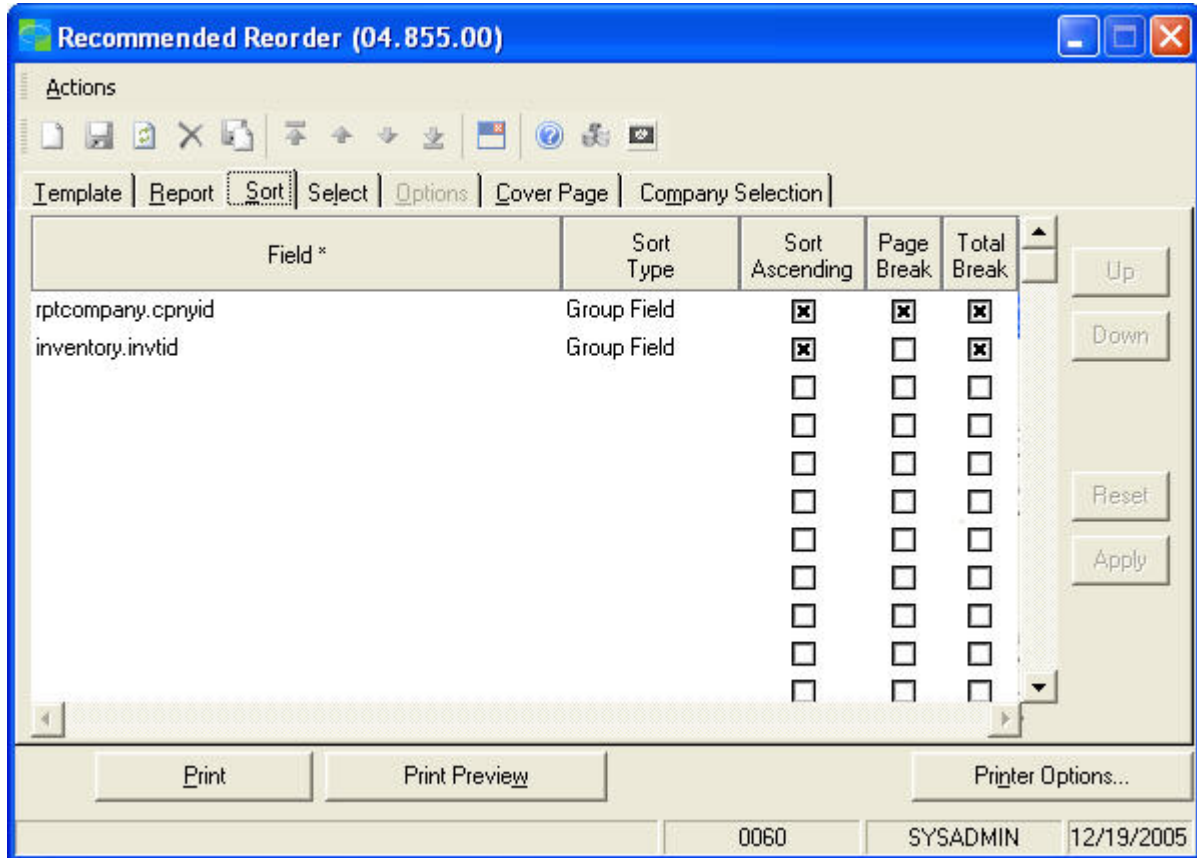


FIGURE 5 – SORT TAB

Field

The sort Field is used to specify the table and field name to use for the sort. For example, the *Anticipated Deliveries (04.640.00)* report is designed to sort by Company ID.

Date: Tuesday, December 20, 2005
 Time: 10:52AM
 User: SYSADMIN

Contoso, Ltd
Anticipated Deliveries - Summary
 Period: 12/30 As of: 12/20/2005

Page: 1 of 1
 Report: 046405.rpt
 Company: 0060

Promise Date	Site	Vendor ID	Number	Purchase Order Date	Type	Status	Inventory ID	Alternate ID	Units	Qty Ordered	Qty Received To Date	Qty Open
3/19/1999	LA Los Angeles	VT0120	000003	3/19/1999	Regular Order	Purchase Order	HON-873L-L	873L-L	EA	25	0	25
3/19/1999	LA Los Angeles	VT0123	000004	3/19/1999	Regular Order	Purchase Order	HON 800 Series Wide Lateral Three Drawer File Cabinet		CARTON	100	0	100
1/29/2001	LA Los Angeles	ED1181	000005	1/29/2001	Regular Order	Purchase Order	HON-872L-P		EA	10	0	10
1/29/2001	LA Los Angeles	ED1181	000006	1/29/2001	Regular Order	Purchase Order	HON 800 Series Wide Lateral Two Drawer File Cabinet		EA	32	0	32
1/29/2001	LA Los Angeles	ED1181	000008	1/29/2001	Regular Order	Purchase Order	HON 800 Series Wide Lateral Two Drawer File Cabinet		EA	10	0	10
2/13/2001	LA Los Angeles	ED1181	000006	1/29/2001	Regular Order	Purchase Order	HON 800 Series Wide Lateral Two Drawer File Cabinet		EA	50	0	50
3/7/2001	LA Los Angeles	ED1181	000007	1/29/2001	Regular Order	Purchase Order	HON-872L-P		EA	8	0	8
3/22/2001	LA Los Angeles	ED1181	000008	1/29/2001	Regular Order	Purchase Order	HON 800 Series Wide Lateral Two Drawer File Cabinet		EA	15	0	15
Totals										250	0	250

FIGURE 6 – ANTICIPATED DELIVERIES USING DEFAULT SORT STATEMENT.

Report Assistant – Purchasing Module

If you want to sort the report by the Purchase Order instead of the Company ID, you must specify the following information in the Sort statement.

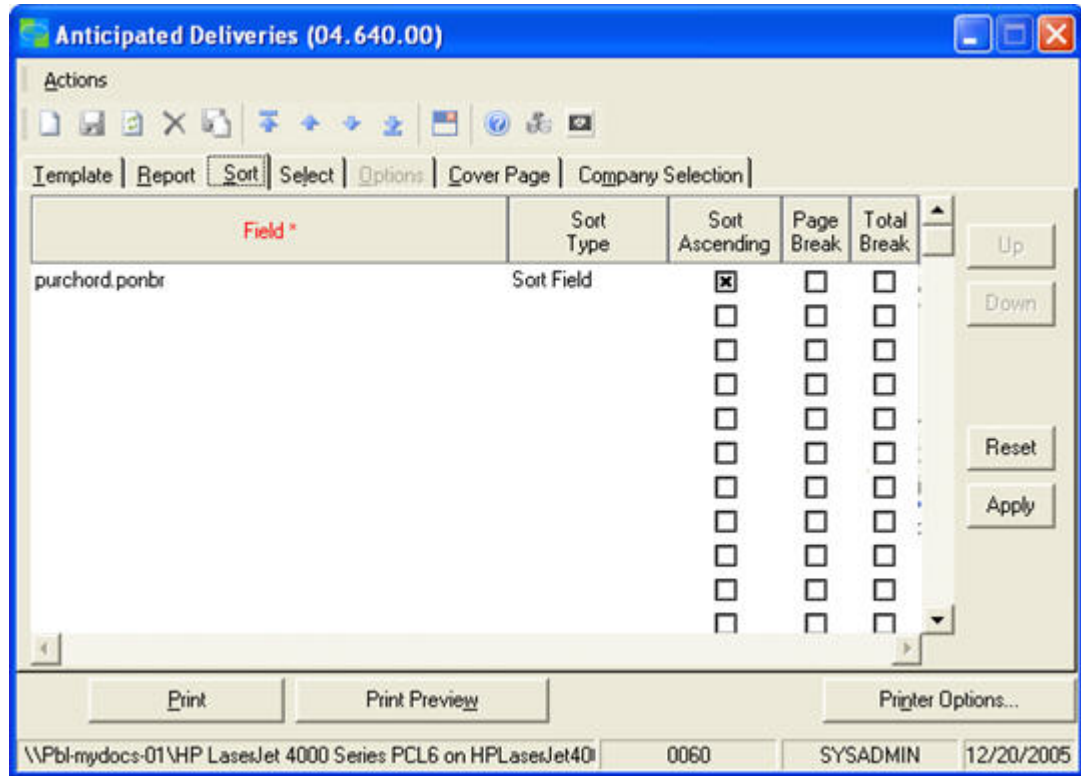


FIGURE 7 – SORT TAB SETTING FOR ANTICIPATED DELIVERIES BY PURCHASE ORDER

The screenshot shows a software window titled "Anticipated Deliveries" with a preview of a report. The report is for "Contoso, Ltd" and is titled "Anticipated Deliveries - Summary". It is dated Tuesday, December 20, 2005, at 10:16 AM, with the user being SYSADMIN. The report period is 12-99 as of 12/20/2005. The report is page 1 of 1, with a report size of 846405.rpt and company 0000.

Promise Date	Site	Vendor ID	Number	Purchase Order Date	Type	Status	Inventory ID	Alternate ID	Units	Qty Ordered	To Date	Qty Open	
3/19/1999	LA Los Angeles	VT6120	000003	3/19/1999	Regular Order	Purchase Order	HON-673L-L	673L-L	EA	25	0	25	
3/19/1999	LA Los Angeles	VT6123	000004	3/19/1999	Regular Order	Purchase Order	HON 600 Series Wide Lateral Three Drawer File Cabinet		CARTON	100	0	100	
1/29/2001	LA Los Angeles	ED1181	000005	1/29/2001	Regular Order	Purchase Order	HON-672L-P		EA	10	0	10	
1/29/2001	LA Los Angeles	ED1181	000006	1/29/2001	Regular Order	Purchase Order	HON 600 Series Wide Lateral Two Drawer File Cabinet		EA	32	0	32	
2/13/2001	LA Los Angeles	ED1181	000006	1/29/2001	Regular Order	Purchase Order	HON 600 Series Wide Lateral Two Drawer File Cabinet		EA	50	0	50	
3/1/2001	LA Los Angeles	ED1181	000007	1/29/2001	Regular Order	Purchase Order	HON 600 Series Wide Lateral Two Drawer File Cabinet		EA	8	0	8	
1/29/2001	LA Los Angeles	ED1181	000008	1/29/2001	Regular Order	Purchase Order	HON-672L-P		EA	10	0	10	
3/22/2001	LA Los Angeles	ED1181	000008	1/29/2001	Regular Order	Purchase Order	HON 600 Series Wide Lateral Two Drawer File Cabinet		EA	15	0	15	
										Totals	250	0	250

FIGURE 8 – ANTICIPATED DELIVERIES SORTED ON PURCHASE ORDER



NOTE: When in the Field field, you can use the F3 inquiry function to view a list of available tables, views, and fields associated with the report. Sections 2 and 3 of this guide can also be used as a reference for field names.

Sort Type

The Sort Type field describes the type of field identified in the Field field. Group Field indicates that the field is a report group that allows page and total breaks. Sort Field indicates that the report data is sorted by the values in the field, in existing groups. Groups are processed first, followed by sort fields.

Sort Ascending

The Sort Ascending field is used to specify whether the values are sorted in ascending or descending order. To sort in ascending order, check the Sort Ascending field. To sort in descending order, uncheck the Sort Ascending field.

Page Break

Checking the Page Break field causes the report to begin a new page when the field in the Sort Field changes. The Page Break option is very useful if you want to print a report that is distributed to department managers, and you want the report to include only the data for the department.

The Page Break option is useful if you want to print the information associated with a Company ID on separate pages.

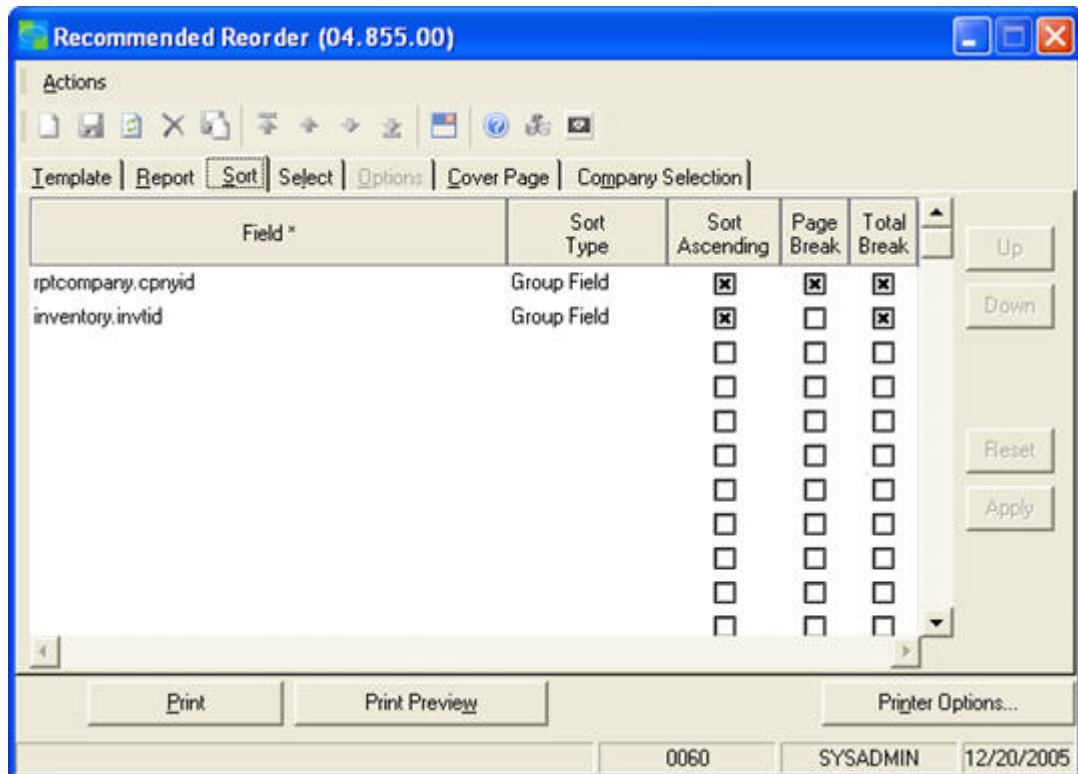


FIGURE 9 –RECOMMENDED REORDER REPORT WITH PAGE BREAK ON COMPANY ID

For example, you want to print the **Purchase Order Register (04.620.00)** report, sorted by Vendor ID with a Page Break for each vendor. Specify the following Sort statement on the Sort tab to print all of the documents for the first vendor on the first page, and the documents for the second vendor on the next page.

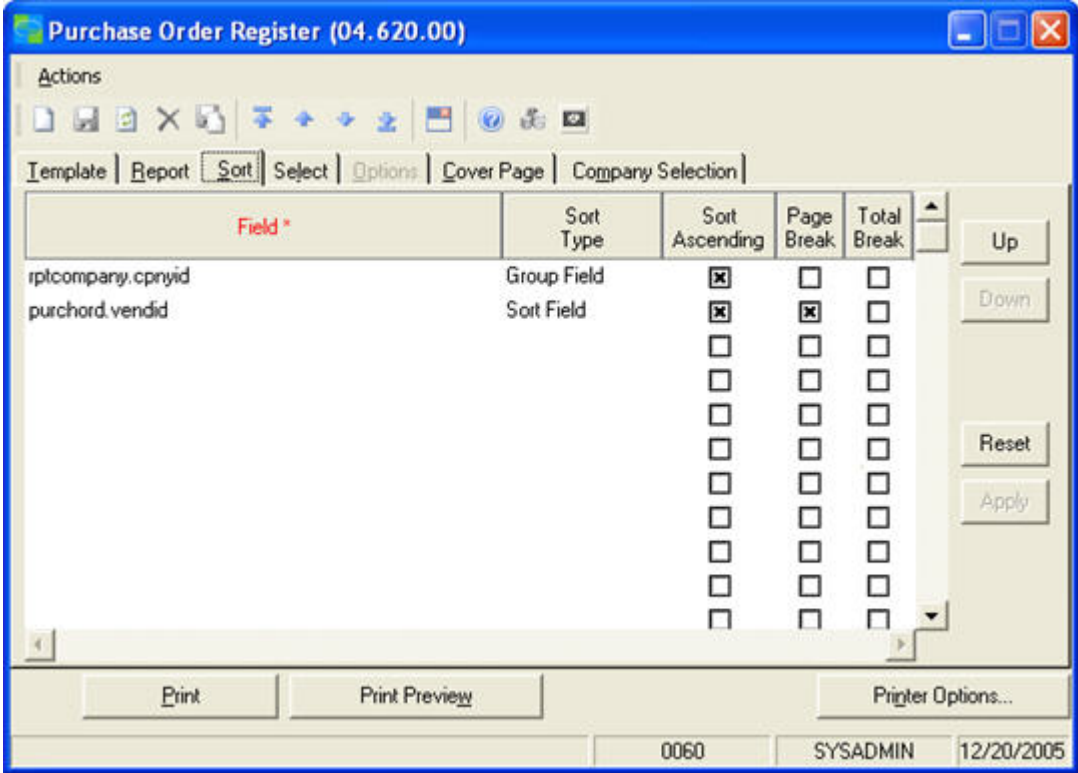


FIGURE 10 – SORT TAB SETTING FOR GROUPING PURCHASE ORDER REGISTER WITH PAGE BREAK AFTER EACH VENDOR ID

Report Assistant – Purchasing Module

Date: Tuesday, December 20, 2005
 Time: 10:29 AM
 User: SYSADMIN

Contoso, Ltd
Purchase Order Register - Summary
 Period: 12-99 As of: 12/20/2005

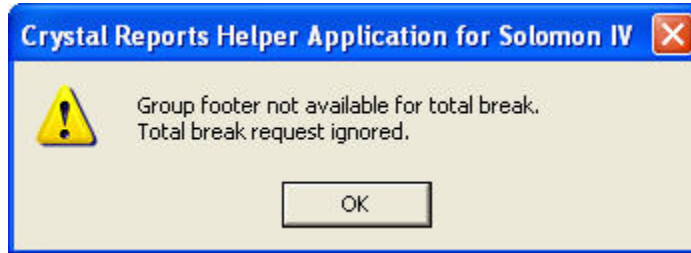
Page: 1 of 1
 Report: 048205.rpt
 Company: 0060

PO Nbr	Date	Type	Vendor ID	Status	Bldg Nbr	Bldg Exp Date	Per Ent	Terms	Buyer	Confirm To	Cert Completed	PO Amount
000005	1/29/2001	Regular Order	EO1181 Kim Abercrombie	Purchase Order		12-99	06	On Receipt			No	4,500.00
000006	1/29/2001	Regular Order	EO1181 Kim Abercrombie	Purchase Order		12-99	06	On Receipt			No	24,800.00
000007	1/29/2001	Regular Order	EO1181 Kim Abercrombie	Purchase Order		12-99	06	On Receipt			No	2,400.00
000008	1/29/2001	Regular Order	EO1181 Kim Abercrombie	Purchase Order		12-99	06	On Receipt			No	6,800.00
000009	1/29/2001	Regular Order	EO1181 Kim Abercrombie	Open Order		12-99	06	On Receipt			No	50.00
000010	12/20/2005	Regular Order	EO1181 Kim Abercrombie	Purchase Order		12-99	06	On Receipt			No	600.00
Total											38,750.00	

FIGURE 11 – PURCHASE ORDER REGISTER REPORT WITH PAGE BREAK ON VENDOR ID

Total Break

The Total Break is used to change the total grouping of a report. There are two important factors to keep in mind when creating total breaks. First, the report must already include total rows in the report. If the report is not written with a total row, the following message displays when you generate a report with a Total Break:



The second factor to keep in mind is that you need to specify a sort order for the field or the Total Break does not calculate. Usually you specify the field for the Total Break as the first sort order.



CAUTION: *The Total Break does not always work correctly; therefore review the report carefully if you have selected a Total Break.*

Up and Down Buttons

The Up and Down buttons located on the right side of the Sort screen allow you to change the hierarchy of the sort commands. Clicking the Up button moves the sort command higher in the list. Clicking the Down button moves the sort command lower in the sort order.

Reset Button

Click the Reset button to restore the grouping and sorting criteria from the report. This feature allows you to make changes and reset the original values.

Apply Button

Click the Apply button to apply the changes on the Sort tab to the report.

Possible Values Chart

The Value that is stored in a field might not always be obvious. The following chart is intended to assist with values that are stored in some of the Purchasing fields. The Value/Format field is the value typed in the Value field of a Select statement.

Field Type	Value/Format
Purchase Order Type: Regular Order Drop Ship Blanket Order Standard Order	OR DP BL ST
Purchase Order Status: Completed Open Order (printed) Purchase Order (not printed) Quote Order Canceled	M O P Q X
Batch Status: Balanced Completed (does not affect the GL) Deleted On Hold Posted (to the General Ledger) Suspended Release Unposted (released, but not posted to the GL) Voided	B C D H P S U V
Date fields	01/05/2005
Period fields such as the Period to Post and Period Entered	200501
Fiscal Year fields	2005
Alpha-numeric fields (Vendor ID)	V00152 (actual ID)

Microsoft Dynamics™ SL stores several fields as True/False fields using the values of 1 for True and 0 for False.

- When a value is a True or False, such as the Released field, Microsoft Dynamics™ SL stores True as a 1 and False as a 0.
- If a field has a value of Yes or No, Microsoft Dynamics™ SL stores Yes with a value of 1 and No with a value of 0.
- If the field is a checkbox, the value is stored as a 1 if the field is checked, and the value is stored as 0 if the field is not checked.

DATA FIELD ILLUSTRATIONS

Overview

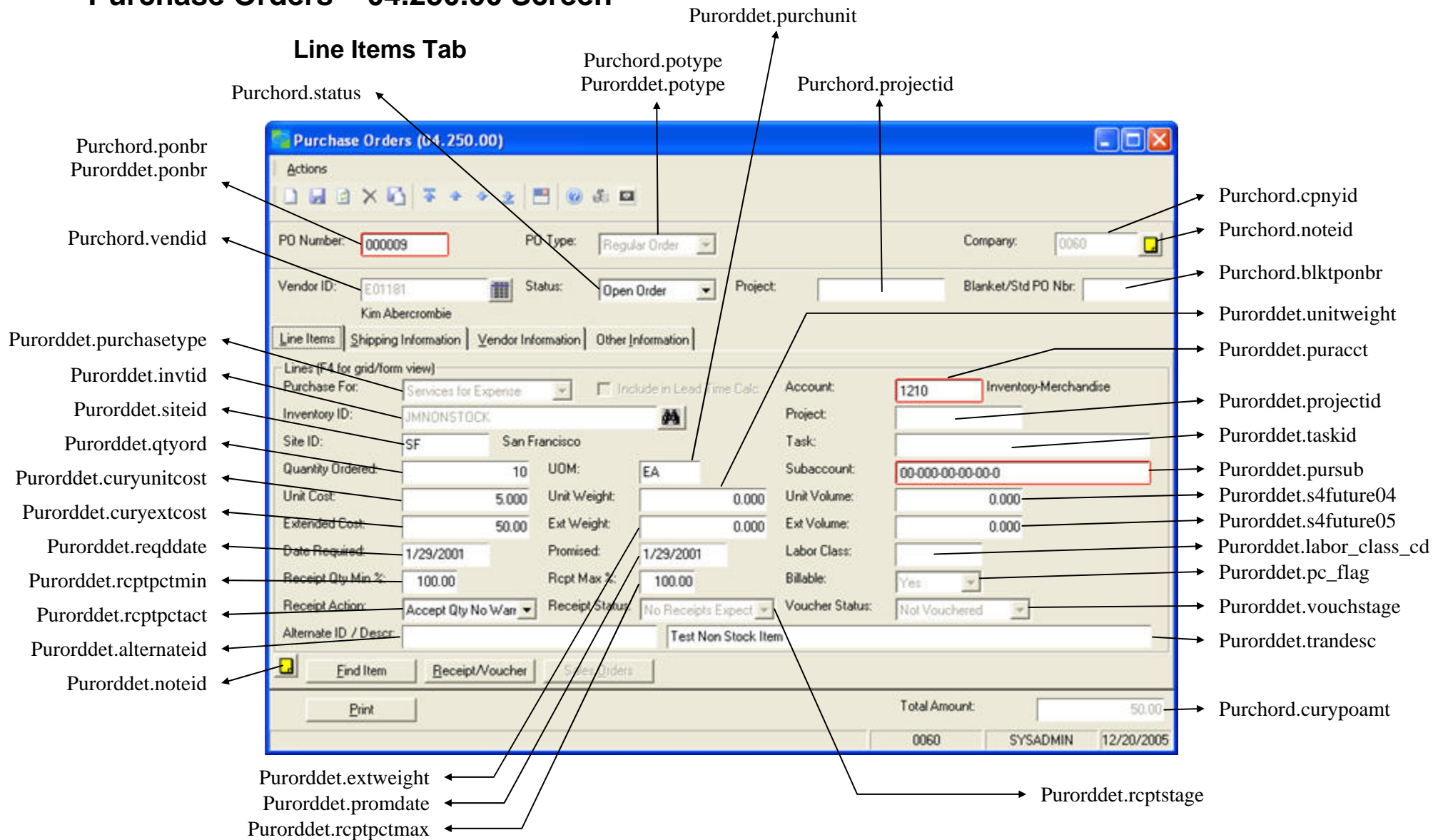
The information in this section contains a screen illustration of the data entry screens and most maintenance screens in the Purchasing module. The information in this section is very useful when performing Sort and Select statements, writing reports in Crystal Reports, using SQL statements to verify information, and using ODBC.

*Each screen displays with a callout box indicating the table and field name where the data is stored as noted in the Fieldname field on the **Property Window** of the Customization Manager module. Some data is stored in multiple tables and fields. Additional tables and fields may be noted in the callout box. However, there may be additional tables or fields where the data is stored.*



NOTE: *Some fields in data entry and maintenance screens are calculated or temporary fields specifically for the screen. These fields, designated by the text Calculated or Temporary, are not stored in the database. Since these fields are calculated or temporary, these fields do not display in Sort and Select inquiry lists, in Crystal Reports tables, or field lists.*

Purchase Orders – 04.250.00 Screen



Shipping Information Tab

The screenshot displays the 'Shipping Information Tab' of a 'Purchase Orders' application. The window title is 'Purchase Orders (04.250.00)'. The form contains the following fields and their corresponding database field names:

- Purchase Order Header:**
 - PO Number: 000009 (Field: `Purchord.shipsiteid`)
 - PO Type: Regular Order (Field: `Purchord.shiptoid`)
 - Company: 0060 (Field: `Purchord.vendid`)
 - Vendor ID: E01181 (Field: `Purchord.shipcustid`)
 - Status: Open Order
 - Project: (Field: `Purchord.vendaddrid`)
 - Blanket/Std PO Nbr: (Field: `Purchord.shipaddrid`)
- Ship-to Address:**
 - Address Type: PO Setup Record (Field: `Purchord.shiptotype`)
 - Site ID: (Field: `Purchord.shipname`)
 - Customer ID: (Field: `Purchord.shippattn`)
 - Cust Address ID: (Field: `Purchord.shipaddr1`)
 - Vendor ID: (Field: `Purchord.shipaddr2`)
 - Vend Address ID: (Field: `Purchord.shipcity`)
 - Other Address ID: (Field: `Purchord.shipstate`)
- Address Details:**
 - Name: Receiving Dock (Field: `Purchord.shipzip`)
 - Attention: (Field: `Purchord.shipcountry`)
 - Address 1: 100 Main St (Field: `Purchord.shipphone`)
 - Address 2: Door 100-B (Field: `Purchord.shipfax`)
 - City: Chicago (Field: `Purchord.shipemail`)
 - State/Prov: IL Illinois (Field: `Purchord.shipvia`)
 - Postal Code: 60606 (Field: `Purchord.fob`)
 - Country/Region: US United States (Field: `Purchord.confirmto`)
- Summary and Footer:**
 - Total Amount: 50.00
 - Company: 0060
 - User: SYSADMIN
 - Date: 12/20/2005

Vendor Information Tab

Purchase Orders (04.250.00)

Actions

PO Number: PO Type: Company:

Vendor ID: Status: Project: Blanket/Std PO Nbr:

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Line Items | Shipping Information | **Vendor Information** | Other Information

Address ID:

Name: Phone:

Attention: Fax:

Address 1: E-Mail Address:

Address 2:

City:

State/Prov: Ohio

Postal Code:

Country/Region: United States

Print Total Amount:

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Labels and Field Mappings:

- Purchord.vendaddrid → Address ID
- Purchord.vendname → Name
- Purchord.vendattn → Attention
- Purchord.vendaddr1 → Address 1
- Purchord.vendaddr2 → Address 2
- Purchord.vendcity → City
- Purchord.vendstate → State/Prov
- Purchord.vendzip → Postal Code
- Purchord.vendcountry → Country/Region
- Purchord.vendphone → Phone
- Purchord.vendfax → Fax
- Purchord.vendemail → E-Mail Address

Other Information Tab

Purchase Orders (04.250.00)

Actions

PO Number: 000009 PO Type: Regular Order Company: 0060

Vendor ID: E01181 Status: Open Order Project: Blanket/Std PO Nbr:

Kim Abercrombie

Line Items | Shipping Information | Vendor Information | **Other Information**

PO Date: 1/29/2001
Blanket PO Expiration Date: //
Receipt Status: No Receipts Expe
Last Received: //
Period Closed: -
Certificate of Compliance: Not Required
Terms: 06 On Receipt
Buyer:

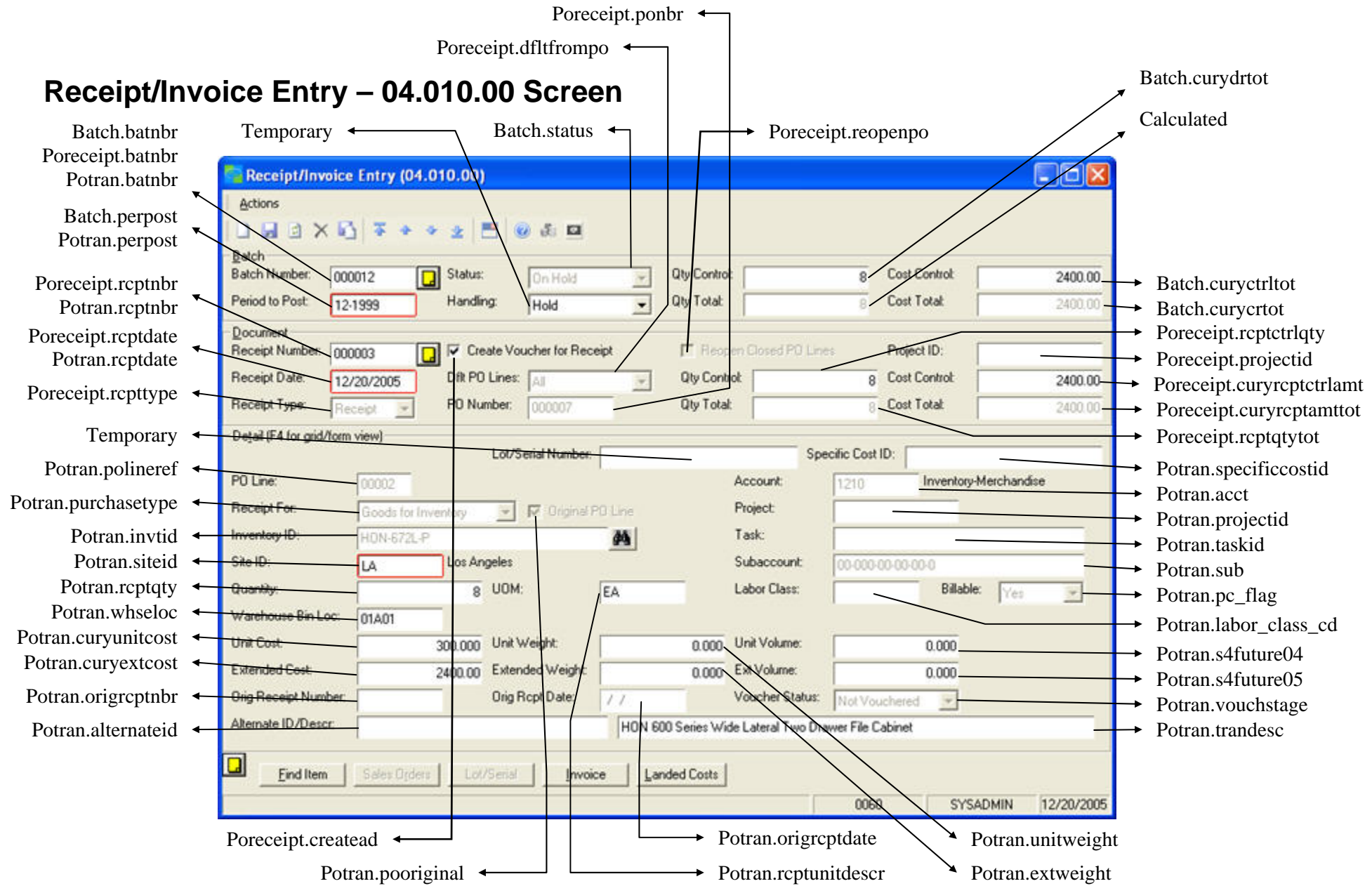
Print Total Amount: 50.00

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- Purchord.podate
- Purchord.blktexprdate
- Purchord.rcptstage
- Purchord.lastrcptdate
- Purchord.perclosed
- Purchord.certcompl
- Purchord.buyer

Purchord.terms ←

Receipt/Invoice Entry – 04.010.00 Screen



Invoice Information – 04.010.02 Screen

The screenshot shows a dialog box titled "Invoice Information (04.010.02)" with the following fields and labels:

Field Label	Field Value	Field Label	Field Value
Apdoc.refnbr	000093	Invoice Date:	12/20/2005
Apdoc.vendid	E01181	Terms:	06 On Receipt
Apdoc.ponbr	Voucher	Discount Amount:	0.00
Apdoc.incnbr		AP Batch Number:	

An "OK" button is located at the bottom center of the dialog box.

PO Receipts Inquiry – 04.200.00 Screen

The screenshot shows the 'PO Receipts Inquiry (04.200.00)' window. It contains several sections of data fields:

- Document Section:** PO Nbr: 000007, Per Closed: 12-1999, Ship To ID: [blank], Receiving Dock: [blank], PO Type: Regular Order, Last Rcvd: 12/20/2005, PO Addr ID: DEFAULT, E01181 VENDOR, Blanket/Std PO: [blank], Buyer: [blank], Vendor ID: E01181, Kim Abercrombie, PO Status: Completed, PO Date: 1/29/2001, Rcpt Status: Fully Received.
- Detail Section:** Receipt Nbr: 000003, Batch Number: 000012, Receipt Date: 12/20/2005, Voucher Status: Not Vouchered, Receipt Type: Receipt, Original PO Line: [checked], Account: 1210 Inventory-Merchandise, Inventory ID: H0N-672L-P, Site ID: LA, Sub: 00-000-00-00-00-0, Receipt Quantity: 8, UOM: EA, Unit Cost: 300.000, Unit Weight: 0.000, Extended Cost: 2400.00, Ext Weight: 0.000, Whse Bin Loc: 01A01, Line ID: 2, Receipt For: Goods for Inventory, Alternate ID: [blank], Description: H0N 600 Series Wide Lateral Two Drawer File.

Arrows point from the following labels to the corresponding fields in the screenshot:

- Purchord.ponbr
- Purorddet.ponbr
- Purchord.potype
- Purchord.blktpnbr
- Purchord.status
- Purchord.podate
- Potran.rcptnbr
- Potran.trantype
- Potran.invtid
- Potran.siteid
- Potran.rcptqty
- Potran.curyunitcost
- Potran.curyextcost
- Potran.purchasetype
- Potran.alternateid
- Potran.trandesc
- Potran.pooriginal
- Purchord.lastrcptdate
- Purchord.perclosed
- Purchord.vendaddrid
- Purchord.shipaddrid
- Purchord.shipname
- Purchord.vendname
- Purchord.buyer
- Purchord.vendid
- Purchord.rcptstage
- Potran.batnbr
- Potran.rcptdate
- Potran.vouchstage
- Potran.acct
- Potran.sub
- Potran.rcptunitdescr
- Potran.whseloc
- Potran.polineid
- Potran.unitweight
- Potran.extweight

Item/Vendor History – 04.310.00 Screen

The screenshot shows the 'Item/Vendor History (04.310.00)' window. At the top, there are search criteria fields: Inventory ID (H0N-672L-P), Vendor ID (E01181), Site ID (LA), Alternate ID, and Fiscal Year (1999). Below these is a table with columns: Period, Quantity Received, Cost Received, Quantity Returned, Cost Returned, Average Cost, Average Lead Time, and Last Unit Cost. The table contains 13 rows (Periods 1-13) and a YTD row. To the right of the table are summary fields: Last Unit Cost (300.000), Last Lead Time (0), and Last Received (12/20/2005). At the bottom right, there are fields for 0060, SYSADMIN, and 12/21/2005. Arrows point from various field names to their corresponding locations in the screenshot.

Period	Quantity Received	Cost Received	Quantity Returned	Cost Returned	Average Cost	Average Lead Time	Last Unit Cost
1	0	0.000	0	0.000	0.000	0.000	300.000
2	0	0.000	0	0.000	0.000	0.000	
3	0	0.000	0	0.000	0.000	0.000	
4	0	0.000	0	0.000	0.000	0.000	
5	0	0.000	0	0.000	0.000	0.000	
6	0	0.000	0	0.000	0.000	0.000	
7	0	0.000	0	0.000	0.000	0.000	
8	0	0.000	0	0.000	0.000	0.000	
9	0	0.000	0	0.000	0.000	0.000	
10	0	0.000	0	0.000	0.000	0.000	
11	0	0.000	0	0.000	0.000	0.000	
12	8	2400.000	0	0.000	300.000	0.000	
13	0	0.000	0	0.000	0.000	0.000	
YTD	8	2400.000	0	0.000	300.000	0.000	



NOTE: The fields in each column have the same name except the last two digits that identify the period. For example, period 1 is 00, period 2 is 01, and period 3. Replace the ?? with the appropriate period number in these fields. For example, the field for the Cost Received amount, for Period 4, is Venditem.ptdcostrcvd04.

PO Setup – 04.950.00 Screen

Options Tab

Posetup.multipoallowed

The screenshot shows the 'Options' tab of the 'PO Setup (04.950.00)' window. The interface includes a toolbar, tabs for 'Options', 'Bill-to/Ship-to Defaults', and 'PO Accounts', and several configuration sections. Arrows point from labels to specific fields in the interface.

Labels on the left side:

- Posetup.autoref
- Posetup.lastponbr
- Posetup.lastrcptnbr
- Posetup.lastbatnbr
- Posetup.perrettran
- Posetup.dfltlstunitcost
- Posetup.trandescflg
- Posetup.vouchqtyerr
- Posetup.invtcarryingcost
- Posetup.setupcost
- Posetup.adminleadtime
- Posetup.demandperiods

Labels on the right side:

- Posetup.decplqty
- Posetup.decplprcst
- Posetup.prtaddr
- Posetup.prtsite
- Posetup.s4future09
- Posetup.addalternateid
- Posetup.defaultaltidtype
- Posetup.reopenpo
- Posetup.createad
- Posetup.dfltrcptunitfromin

Fields visible in the screenshot:

- Auto Numbering PO and Receipt
- Allow Multiple PO to one Receipt
- Decimal Places: Quantities: 0, Unit Cost: 3
- PD Printing Options:
 - Print Company Header
 - Print Site Detail on Purchase Orders
 - Hot Print Purchase Orders
- Inventory Cross reference:
 - Auto Add Alternate IDs for Inventory Items
 - Type: []
- Reorder Point Report Defaults:
 - Inventory Carrying Cost (per \$/per Yr): 0.000
 - Setup Cost (\$): 0.000
 - Administrative Lead Time (days): 0
 - User Defined Demand Periods: 0

At the bottom of the window, the status bar shows: 0060 | SYSADMIN | 12/21/2005

Bill-to/Ship-to Defaults Tab

The screenshot shows a software window titled "PO Setup (04.950.00)" with a "Bill-to/Ship-to Defaults" tab selected. The window is divided into two main sections: "Default Billing Address" and "Default Shipping Address". Each section contains a form with various fields. Arrows point from these fields to labels on the left and right sides of the image, which represent system variables.

Field	Value	Variable
Name:	Accounts Payable	Posetup.billname
Attention:		Posetup.billattn
Address 1:	100 Main St.	Posetup.billaddr1
Address 2:	Suite 100	Posetup.billaddr2
City:	Chicago	Posetup.billcity
State/Prov.:	IL Illinois	Posetup.billstate
Postal Code:	60606	Posetup.billzip
Country/Region:	US United States	Posetup.billcountry
Phone/Ext.:	(312) 555-1212	Posetup.billphone
Fax/Ext.:	(312) 555-1515	Posetup.billfax
Email Address:		Posetup.billemail
Name:	Receiving Dock	Posetup.shipname
Attention:		Posetup.shipattn
Address 1:	100 Main St.	Posetup.shipaddr1
Address 2:	Door 100-B	Posetup.shipaddr2
City:	Chicago	Posetup.shipcity
State/Prov.:	IL Illinois	Posetup.shipstate
Postal Code:	60606	Posetup.shipzip
Country/Region:	US United States	Posetup.shipcountry
Phone/Ext.:	(312) 555-1212 578	Posetup.shipphone
Fax/Ext.:	(312) 555-1515	Posetup.shipfax
Email Address:		Posetup.shipemail

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PO Accounts Tab

The screenshot shows the 'PO Setup (04,950.00)' window with the 'PO Accounts' tab selected. The window contains several data fields for account setup, each with a corresponding value and a sub-field. Arrows point from external labels to these fields:

Field Label	Value	Description	Sub-field Value	Sub-field Description
Posetup.apaccracct	2050	A/P Trade-USD		
Posetup.apaccrsub			00-000-00-00-00-0	Default test
Posetup.noninvtacct	4030	Merchandise Purchases		
Posetup.noninvtsub			00-000-00-00-00-0	Default test
Posetup.s4future11	7270	Freight		
Posetup.s4future01			00-000-00-00-00-0	Default test
Posetup.ppvacct	4300	Variance-Direct Material		
Posetup.ppvsub			00-000-00-00-00-0	Default test

At the bottom of the window, the status bar shows: 0060 | SYSADMIN | 12/21/2005

REPORT INFORMATION

The information in this section lists each report in the Purchasing module, along with the following information:

Report Formats and Report Names

This section lists the name of the report format from the Report Format field of the report screen. Next to the Report Format is the name of the Report specified in Crystal Reports. This information is also stored in the Rptcontrol table that is part of the system database.

Master Table

Often times when you are looking at the inquiry list in the Sort or Select field of a report, you may see the same field in more than one table. For example, the ponbr field is included in several tables. If you are specifying a Sort or Select statement based on a field that is contained in multiple tables, the report may process faster if you use the field from the master table. This section gives you the master table or view that is used in the report.



NOTE: *A View is a virtual table that has contents that are defined by a SQL statement. A View is similar to a table with columns and rows of data, but does not exist in the database as a stored set of data values. All of the reports that are written with a View, rather than a master table, begin with the letter V. For purposes of Sort and Select statements, a View is just like any other table in a report and can be accessed in Sort and Select statements.*

Default Sort Fields

This section lists the sort fields, in the same order as the fields are in the report. If different fields are selected when sorting a report, the totals on the report may no longer be accurate. When generating a report with a Sort statement, use this section of the manual to see the fields the report currently uses as sort fields to help you ensure the sort field is a good choice.

Common Sort Examples

At the bottom of each report, there is a list of common Sort and Select fields that you might use in the report, along with the possible values for the field listed.

Print Purchase Orders – 04.600.00 Report

Report Formats	Report Name	Master Table	Default Sort Fields (Type)
Standard	04600	POPrintQueue	Poreqhdr.reqnbr (Group) @docunique (Group) @sitesort (Group) Purorddet.linenbr (Group) @poreqdet_reqcntr (Sort)
Solomon Pre-printed Form	04600pp	POPrintQueue	Poreqhdr.reqnbr (Group) @docunique (Group) @sitesort (Group) Purorddet.linenbr (Group) @poreqdet_reqcntr (Sort)



NOTE: The @ symbol indicates a formula field created in Crystal Reports. You cannot use formula fields in Sort or Select statements.

The following table displays fields typically used for Sort and Select parameters for this report:

Sort and Select Item	Field Name	Format / Possible Values
Buyer	Poreqhdr.buyer	Valid Buyer ID
Purchase Order Date	Poreqhdr.podate	Example: 01/01/05
Vendor ID	Poreqhdr.vendid	Valid Vendor ID
Inventory ID	Poreqdet.invtid	Valid Inventory ID
Site ID	Poreqdet.siteid	Valid Site ID

Print Change Notices – 04.610.00 Report

Report Formats	Report Name	Master Table	Default Sort Fields (Type)
Standard	04610	POPrintQueue	Poreqhdr.reqnbr (Group) @docunique (Group) @sitesort (Group) Poreqdet.linенbr (Group) @poreqdet_reqcntr (Sort)
Solomon Pre-printed Form	04610pp	POPrintQueue	Poreqhdr.reqnbr (Group) @docunique (Group) @sitesort (Group) Poreqdet.linенbr (Group) @poreqdet_reqcntr (Sort)



NOTE: The @ symbol indicates a formula field created in Crystal Reports.
You cannot use formula fields in Sort or Select statements.

The following table displays fields typically used for Sort and Select parameters for this report:

Sort and Select Item	Field Name	Format / Possible Values
Buyer	Poreqhdr.buyer	Valid Buyer ID
Purchase Order Date	Poreqhdr.podate	Example: 01/01/05
Vendor	Poreqhdr.vendid	Valid Vendor ID
Inventory ID	Poreqdet.invtid	Valid Inventory ID
Site	Poreqdet.siteid	Valid Site ID

Anticipated Deliveries – 04.640.00 Report

Report Formats	Report Name	Master Table	Default Sort Fields (Type)
Summary	04640s	Purorddet	Rptcompany.cpnid (Group) Purorddet.promdate (Sort) Purchord.ponbr (Sort)
Detail	04640d	Purorddet	Rptcompany.cpnid (Group) Purchord.ponbr (Sort) Purorddet.promdate (Sort)
Detail – Promise Date/Item	04640dsort	Purorddet	Rptcompany.cpnid (Group) Purorddet.promdate (Sort) Purorddet.invtid (Sort) Purchord.vendid (Sort)
Detail – Promise Date/Vendor	04640dsort2	Purorddet	Rptcompany.cpnid (Group) Purorddet.promdate (Sort) Purchord.vendid (Sort) Purorddet.invtid (Sort)
Summary – Promise Date/Item	04640ssort	Purorddet	Rptcompany.cpnid (Group) Purorddet.promdate (Sort) Purorddet.invtid (Sort) Purchord.vendid (Sort)
Summary – Promise Date/Vendor	04640ssort2	Purorddet	Rptcompany.cpnid (Group) Purorddet.promdate (Sort) Purchord.vendid (Sort) Purorddet.invtid (Sort)

The following table displays fields typically used for Sort and Select parameters for this report:

Sort and Select Item	Field Name	Format / Possible Values
Site	Purorddet.siteid	Valid Site ID
Promised Date	Purorddet.promdate	Example: 01/01/05
Vendor ID	Purchord.vendid	Valid Vendor ID
Inventory ID	Purorddet.invtid	Valid Inventory ID
Purchase Order Number	Purorddet.ponbr	Example: 000009
Purchase Order Type	Purorddet.potype	OR, DP, BL, ST
Date Required	Purorddet.reqddate	Example: 01/01/05

Recommended Reorder – 04.855.00 Report

Report Formats	Report Name	Master Table	Default Sort Fields (Type)
Default Format Only	04855	Inventory	Rptcompany.cpnid (Group) Inventory.invtid (Group)

The following table displays fields typically used for Sort and Select parameters for this report:

Sort and Select Item	Field Name	Format / Possible Values
Inventory ID	Inventory.invtid	Valid Inventory ID
Buyer	Inventory.buyer	Valid Buyer ID
Inventory Class	Inventory.classid	Valid Inventory Class ID
Quantity Available	Itemsite.qtyavail	Example: 1200

Reorder Point – 04.740.00 Report

Report Formats	Report Name	Master Table	Default Sort Fields (Type)
Optional Replenishment	04740o	Po04740_wrk	Rptcompany.cpnyid (Group) Po04740_wrk.primvendid (Group) Po04740_wrk.siteid (Group) @invmask (Sort)
Fixed Order Cycle	04740c	Po04740_wrk	Rptcompany.cpnyid (Group) Po04740_wrk.primvendid (Group) Po04740_wrk.siteid (Group) @invmask (Sort)
Fixed Reorder Quantity	04740q	Po04740_wrk	Rptcompany.cpnyid (Group) Po04740_wrk.primvendid (Group) Po04740_wrk.siteid (Group) @invmask (Sort)



NOTE: The @ symbol indicates a formula field created in Crystal Reports. You cannot use formula fields in Sort or Select statements.

The following table displays fields typically used for Sort and Select parameters for this report:

Sort and Select Item	Field Name	Format / Possible Values
Primary Vendor ID	Po04740_wrk.primvendid	Valid Vendor ID
Inventory ID	Po04740_wrk.invtid	Valid Inventory ID
Site ID	Po04740_wrk.siteid	Valid Site ID

Vendor Performance Analysis – 04.670.00 Report

Report Formats	Report Name	Master Table	Default Sort Fields (Type)
Default Format Only	04670	Purorddet	Rptcompany.cpnid (Group) Purchord.vendid (Group) Purorddet.invtid (Group) Purorddet.ponbr (Group)

The following table displays fields typically used for Sort and Select parameters for this report:

Sort and Select Item	Field Name	Format / Possible Values
Vendor ID	Purchord.vendid	Valid Vendor ID
Inventory ID	Potran.invtid	Valid Inventory ID
Purchase Order Number	Potran.ponbr	Example: 000007
Receipt Date	Potran.rcptdate	Example: 01/01/05
Receipt Number	Potran.rcptnbr	Example: 000003

Item/Vendor List – 04.690.00 Report

Report Formats	Report Name	Master Table	Default Sort Fields (Type)
Default Format Only	04690	Venditem	Vendor.vendid (Group) Vendor.vendid (Sort)

The following table displays fields typically used for Sort and Select parameters for this report:

Sort and Select Item	Field Name	Format / Possible Values
Vendor ID	Venditem.vendid	Valid Vendor ID
Inventory ID	Venditem.invtid	Valid Inventory ID
Vendor Class	Vendor.classid	Valid Vendor Class ID
Inventory Class	Inventory.classid	Valid Inventory Class ID
YTD Quantity Returned	Venditem.ytdqtyret	Example: 25
YTD Cost Returned	Venditem.ytdcostret	Example: 1000
YTD Quantity Received	Venditem.ytdqtyrcvd	Example: 500
YTD Cost Received	Venditem.ytdcostrcvd	Example: 10000

Item/Vendor Summary – 04.695.00 Report

Report Formats	Report Name	Master Table	Default Sort Fields (Type)
Default Format Only	04695	Venditem	Inventory.invtid (Group) Vendor.vendid (Sort)

The following table displays fields typically used for Sort and Select parameters for this report:

Sort and Select Item	Field Name	Format / Possible Values
Vendor ID	Venditem.vendid	Valid Vendor ID
Inventory ID	Venditem.invtid	Valid Inventory ID
Vendor Class	Vendor.classid	Valid Vendor Class ID
Inventory Class	Inventory.classid	Valid Inventory Class ID
YTD Quantity Returned	Venditem.ytdqtyret	Example: 25
YTD Cost Returned	Venditem.ytdcostret	Example: 1000
YTD Quantity Received	Venditem.ytdqtyrcvd	Example: 500
YTD Cost Received	Venditem.ytdcostrcvd	Example: 10000

Return to Vendor – 04.820.00 Report

Report Formats	Report Name	Master Table	Default Sort Fields (Type)
Default Format Only	04820	Batch	Rptcompany.cpnyid (Group) Batch.batnbr (Group)

The following table displays fields typically used for Sort and Select parameters for this report:

Sort and Select Item	Field Name	Format / Possible Values
Vendor ID	Potran.vendid	Valid Vendor ID
Inventory ID	Potran.invtid	Valid Inventory ID
Purchase Order Number	Poreceipt.ponbr	Example: 000005
Receipt Date	Poreceipt.rcptdate	Example: 07/01/2005
Reason Code	Potran.reasoncd	Valid Reason Code

Purchase Order Register – 04.620.00 Report

Report Formats	Report Name	Master Table	Default Sort Fields (Type)
Summary	04620S	Purchord	Rptcompany.cpnyid (Group) Purchord.ponbr (Sort)
Detail	04620D	Purchord	Rptcompany.cpnyid (Group) Purchord.ponbr (Group) Purorddet.linibr (Group) Purorddet.linibr (Sort)
Detail Only	04620O	Purorddet	Rptcompany.cpnyid (Group) Purchord.ponbr (Group) Purorddet.linibr (Group) Purorddet.invtid (Sort) Purorddet.ponbr (Sort)
Summary - Multi-Currency	04620SMC	Purchord	Rptcompany.cpnyid (Group) Purchord.ponbr (Sort)
Detail - Multi-Currency	04620DMC	Purchord	Rptcompany.cpnyid (Group) Purchord.ponbr (Group) Purorddet.linibr (Group) Purorddet.linibr (Sort)
Detail Only - Multi-Currency	04620OMC	Purorddet	Rptcompany.cpnyid (Group) Purchord.ponbr (Group) Purorddet.linibr (Group) Purorddet.invtid (Sort) Purorddet.ponbr (Sort)

The following table displays fields typically used for Sort and Select parameters for this report:

Sort and Select Item	Field Name	Format / Possible Values
Purchase Order Number	Purchord.ponbr	Example: 000023
Purchase Order Date	Purchord.podate	Example: 04/01/05
Purchase Order Type	Purchord.potype	OR, DP, BL, ST
Vendor ID	Purchord.vendid	Valid Vendor ID
Purchase Order Status	Purchord.status	P, O, M, X, Q
Inventory ID	Purorddet.invtid	Valid Inventory ID
Date Required	Purorddet.reqddate	Example: 07/01/05
Buyer	Purchord.buyer	Valid Buyer ID

Purchase Order Status/History – 04.630.00 Report

Report Formats	Report Name	Master Table	Default Sort Fields (Type)
Summary	04630S	Purchord	Rptcompany.cpnid (Group) Purchord.ponbr (Group) Purchord.ponbr (Sort)
Detail	04630D	Purchord	Rptcompany.cpnid (Group) Purchord.ponbr (Group) Purorddet.lineid (Sort)
Receipt Detail	04630R	Purchord	Purchord.ponbr (Group) Purorddet.linibr (Group) Purorddet.lineid (Sort)
Summary, Multi-Currency	04630SMC	Purchord	Rptcompany.cpnid (Group) Purchord.ponbr (Group) Purchord.ponbr (Sort)
Detail, Multi-Currency	04630DMC	Purchord	Rptcompany.cpnid (Group) Purchord.ponbr (Group) Purorddet.lineid (Sort)
Receipt Detail, Multi-Currency	04630RMC	Purchord	Rptcompany.cpnid (Group) Purchord.ponbr (Group) Purorddet.linibr (Group) Purorddet.lineid (Sort)

The following table displays fields typically used for Sort and Select parameters for this report:

Sort and Select Item	Field Name	Format / Possible Values
Purchase Order Number	Purchord.ponbr	Example: 000005
Purchase Order Date	Purchord.podate	Example: 06/01/05
Purchase Order Type	Purchord.potype	OR, DP, BL, ST
Vendor ID	Purchord.vendid	Valid Vendor ID
Purchase Order Status	Purchord.status	P, O, M, X, Q
PO Inventory ID	Purorddet.invtid	Valid Inventory ID
Date Required	Purorddet.reqddate	Example: 07/01/05
Buyer	Purchord.buyer	Valid Buyer ID

Open Purchase Order List – 04.870.00 Report

Report Formats	Report Name	Master Table	Default Sort Fields (Type)
By Vendor	04870v	Purchord	Rptcompany.cpnyid (Group) Purchord.vendid (Group) Purchord.ponbr (Group)
By Item	04870i	Purchord	Rptcompany.cpnyid (Group) Purorddet.invtid (Group) Purchord.ponbr (Group)
Partially Received	04870p	Purchord	Rptcompany.cpnyid (Group) Purchord.ponbr (Group) Purorddet.lineid (Sort)

The following table displays fields typically used for Sort and Select parameters for this report:

Sort and Select Item	Field Name	Format / Possible Values
Purchase Order Number	Purchord.ponbr	Example: 000005
Purchase Order Date	Purchord.podate	Example: 06/01/05
Vendor ID	Purchord.vendid	Valid Vendor ID
Purchase Order Status	Purchord.status	P, O, M, X, Q
Inventory ID	Purorddet.invtid	Valid Inventory ID
Buyer	Purchord.buyer	Valid Buyer ID

Receipts Register – 04.650.00 Report

Report Formats	Report Name	Master Table	Default Sort Fields (Type)
Summary	04650S	Poreceipt	Rptcompany.cpnid (Group) Poreceipt.ponbr (Sort)
Detail	04650D	Poreceipt	Rptcompany.cpnid (Group) Poreceipt.rcptnbr (Group) @head1 (Group)
Detail Only	04650O	Poreceipt	Rptcompany.cpnid (Group) Potran.rcptnbr (Sort)
Summary - Multi-Currency	04650SMC	Poreceipt	Rptcompany.cpnid (Group) Poreceipt.ponbr (Sort)
Detail - Multi-Currency	04650DMC	Poreceipt	Rptcompany.cpnid (Group) Poreceipt.rcptnbr (Group) @head1 (Group)
Detail Only - Multi-Currency	04650OMC	Poreceipt	Rptcompany.cpnid (Group) Potran.rcptnbr (Sort)



NOTE: The @ symbol indicates a formula field created in Crystal Reports. You cannot use formula fields in Sort or Select statements.

The following table displays fields typically used for Sort and Select parameters for this report:

Sort and Select Item	Field Name	Format / Possible Values
Purchase Order Number	Poreceipt.ponbr	Example: 000007
Receipt Number	Poreceipt.rcptnbr	Example: 000003
Vendor ID	Poreceipt.vendid	Valid Vendor ID
Inventory ID	Potran.invtid	Valid Inventory ID
Site	Potran.siteid	Valid Site ID
General Ledger Account Number	Potran.acct	Valid Account Number
General Ledger Subaccount Number	Potran.sub	Valid Subaccount Number

Unvouchered Receipts – 04.700.00 Report

Report Formats	Report Name	Master Table	Default Sort Fields (Type)
Default Format Only	04700	Purchord	Rptcompany.cpanyid (Group) Poreceipt.rcptnbr (Group)

The following table displays fields typically used for Sort and Select parameters for this report:

Sort and Select Item	Field Name	Format / Possible Values
Purchase Order Number	Poreceipt.ponbr	Example: 000007
Receipt Number	Poreceipt.rcptnbr	Example: 000003
Receipt Date	Poreceipt.rcptdate	Example: 12/15/05
Inventory ID	Potran.invtid	Valid Inventory ID
Site	Potran.siteid	Valid Site ID
General Ledger Account Number	Potran.acct	Valid Account Number
General Ledger Subaccount Number	Potran.sub	Valid Subaccount Number

Applied Vouchers – 04.710.00 Report

Report Formats	Report Name	Master Table	Default Sort Fields (Type)
Default Format Only	04710	Purchord	Rptcompany.cpnid (Group) Poreceipt.rcptnbr (Group) Poreceipt.ponbr (Group)

The following table displays fields typically used for Sort and Select parameters for this report:

Sort and Select Item	Field Name	Format / Possible Values
Purchase Order Number	Poreceipt.ponbr	Example: 000007
Receipt Number	Poreceipt.rcptnbr	Example: 000003
Receipt Amount	Poreceipt.rcptamt	Example: 2500
Vendor	Purchord.vendid	Valid Vendor ID

PO/AP Batch Cross Reference – 04.880.00 Report

Report Formats	Report Name	Master Table	Default Sort Fields (Type)
Default Format Only	04880	Apdoc	Rptcompany.cpnid (Group) Apdoc.ponbr (Sort) Apdoc.refnbr (Sort) Apdoc.batnbr (Sort)

The following table displays fields typically used for Sort and Select parameters for this report:

Sort and Select Item	Field Name	Format / Possible Values
Purchase Order Number	Apdoc.ponbr	Example: 000007
AP Batch Number	Apdoc.batnbr	Example: 000115
AP Reference Number	Apdoc.refnbr	Example: 000093

PO Receipts Batch – 04.090.00 Report

Report Formats	Report Name	Master Table	Default Sort Fields (Type)
Default Format Only	04090	Poreceipt	Rptcompany.cpnid (Group) Poreceipt.batnbr (Group) Poreceipt.rcptnbr (Group)

The following table displays fields typically used for Sort and Select parameters for this report:

Sort and Select Item	Field Name	Format / Possible Values
Vendor ID	Potran.vendid	Valid Vendor ID
Inventory ID	Potran.invtid	Valid Inventory ID
General Ledger Account Number	Potran.acct	Valid Account Number
General Ledger Subaccount Number	Potran.sub	Valid Subaccount Number
Batch Status	Batch.status	C, H, B

PO Receipts Edit Report – 04.810.00 Report

Report Formats	Report Name	Master Table	Default Sort Fields (Type)
Standard	04810	Poreceipt	Rptcompany.cpanyid (Group) Poreceipt.batnbr (Group) Poreceipt.rcptnbr (Group)
Multi-Currency	04810mc	Poreceipt	Rptcompany.cpanyid (Group) Poreceipt.batnbr (Group) Poreceipt.rcptnbr (Group)

The following table displays fields typically used for Sort and Select parameters for this report:

Sort and Select Item	Field Name	Format / Possible Values
Batch Number	Batch.batnbr	Example: 000012
Batch Status	Batch.status	C, H, B
General Ledger Account Number	Potran.acct	Valid Account Number
General Ledger Subaccount Number	Potran.sub	Valid Subaccount Number
Purchase Order Number	Poreceipt.ponbr	Example: 000007
Receipt Number	Poreceipt.rcptnbr	Example: 000003
Vendor ID	Potran.vendid	Valid Vendor ID
Inventory ID	Potran.invtid	Valid Inventory ID