



Sage HRMS Learning Series

SAP Crystal Reports – Sub Reports

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HRMS - Sage HRMS - SAP Crystal Reports - Level III: Honing your Craft

Duration 8 hours

Details

During this virtual, instructor-led course we will deep dive into SAP® Crystal Reports for Sage HRMS with advanced topics related to designing flexible, customized reports. Beyond the basics of report-writing, you will learn to create SAP® Crystal Reports with sub-reports, parameter fields, complex formulas, and running totals. Become the SAP® Crystal Reports expert for your business. This training includes hands-on exercises so you can practice what you have learned in a demo environment.

After completing this course you will be able to:

- Navigate the Subreports interface of SAP Crystal Reports
- Create Subreports
- Add Subreports to your SAP Crystal Report
- Select the data source, tables, fields, and more using the SAP Crystal Reports interface
- Use parameter fields with your reports
- Indicate how the various elements work together in SAP Crystal Reports
- Create a report using multiple subreports and a parameter field
- Use advanced formula fields with your SAP Crystal Reports
- Use running totals when needed in your reports
- Add SAP Crystal Reports to the Sage HRMS menu

Who Should Attend?

All Sage HRMS users who are tasked with extracting and sharing HRMS information.

Prerequisites:

Students should have attended the SAP Crystal Reports I: Laying the Foundation and SAP Crystal Reports II: Building Your Skills courses prior to attending this course.

Continuing Education:

This course is eligible for CPE (NASBA) credits.

MAY	Session Details	
21	Fri, May 21, 2021, 9:30 AM - 5:30 PM EDT Register by Fri, May 14, 2021, 9:30 AM EDT Sage HRMS Virtual Classroom, Sage HRMS Online Scheduled Events, Sage North America - Sage HRMS, Sage North America	\$549.00 (C\$549.00) View Details ▾ 12 seats available
	English (US)	
<hr/>		
JUN	Session Details	
23	Wed, Jun 23, 2021, 9:30 AM - 5:30 PM EDT Register by Wed, Jun 16, 2021, 9:30 AM EDT Sage HRMS Virtual Classroom, Sage HRMS Online Scheduled Events, Sage North America - Sage HRMS, Sage North America	\$549.00 (C\$549.00) View Details ▾ 12 seats available
	English (US)	

Sage University

To find training and register for training courses, visit [Sage University](http://www.sageu.com) at www.sageu.com. If you have Gold Support, you are entitled to 50% off Sage HRMS instructor-led training and Sage HRMS Any-time learning (ATLs) are free. If you register for an instructor-led training class, use code HRMSResource to receive 10% off. If you have Gold Support, this is in addition to the 50% discount.

To enroll in a course, go to <https://sageu/hrms> and log on. If you do not have a log on, you will need to [create one](#). For registration assistance call Sage University Help Desk at 1-855-724-3864 or email SageUniversity@sage.com.

Session Objectives


In this session the instructor will:

- Identify common linking fields
- Link a sub report to the main report
- Add polish to the sub report

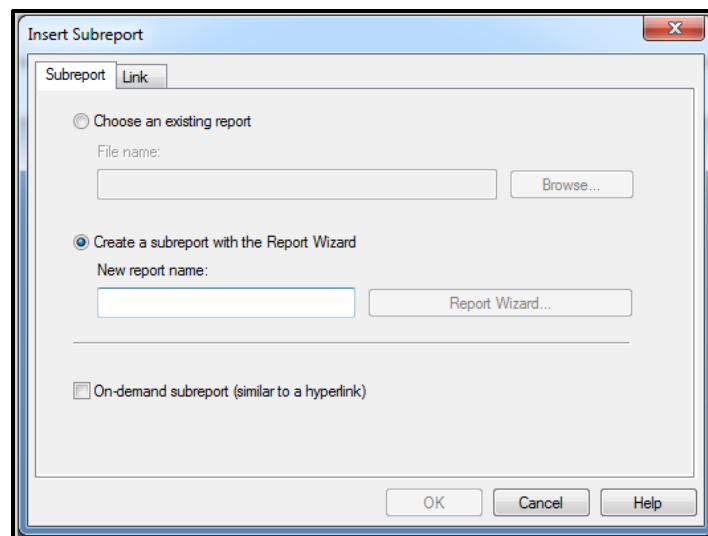
Subreports

Subreports allow you to add or create a fully functional report to place within your SAP Crystal Report. This allows you to add different tables containing different information into your report without having to worry about duplicate or incorrect records.

Subreports Interface Overview

The Subreports Interface is accessed either from the Insert Toolbar in SAP Crystal Reports () or from the Main Menu by selecting Insert > Subreport. Once you have selected the Insert Subreport button, you will be taken to the Subreport Interface.

The Subreport Interface is comprised of two different tabs: the Subreport tab and the Link tab.



Subreport Tab

The Subreport tab allows you to choose an existing SAP Crystal Report for your Subreport or create a new report.

- **Choose an existing report:** This option allows you to select an existing SAP Crystal Report to add to your current report. Once you select this option, you will be prompted to either enter in or Browse to the location of the SAP Crystal Report.

This option is useful as the SAP Crystal Report you add to your existing report will keep all formatting options, thus having a professional looking subreport from the start.

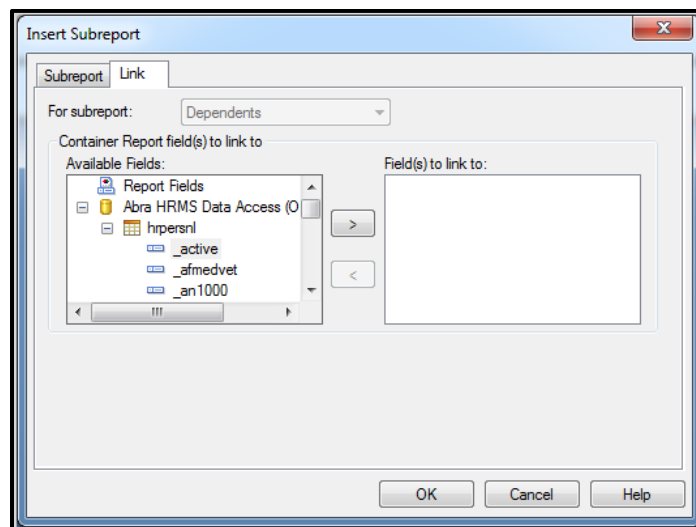
- **Create a Subreport with the Report Wizard:** Selecting this option will allow you to create a new SAP Crystal Report to use as your subreport. Once you have selected a name for your report, the Report Wizard button will activate, allowing you to create the subreport from the Report Wizard.

The “Create a Subreport with the Report Wizard” option allows you to create a report based on the needs of your current report.

- On-demand subreport (like a hyperlink): This option will add the subreport to your SAP Crystal Report as a link. Unless the link is selected, the contents of the subreport will not display.

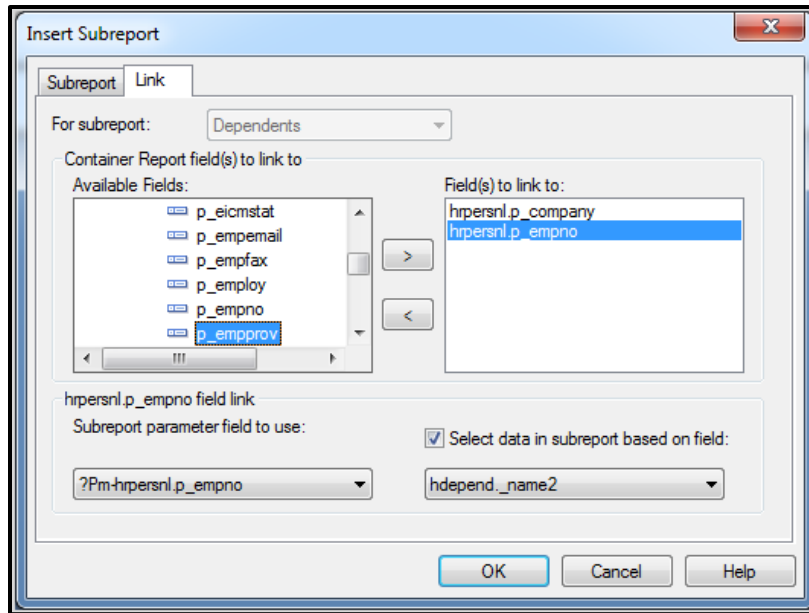
Link Tab

Once you have created or selected a SAP Crystal Report to use as a subreport, the Link tab is used to link your subreport to your existing SAP Crystal Report. The links we use are similar to the links used when linking different tables within a SAP Crystal Report; generally speaking, the empno or company fields will be used to link your subreport to your existing SAP Crystal Report.



The first item on the Link tab is the “Container Report field(s) to link to” section. This section allows you to select the fields from your current SAP Crystal Report used in linking to your subreport.

When viewing the options in the “Available Fields” column, all tables and fields you have added to your SAP Crystal Report will be available for use. We recommend selecting the p_empno and p_company fields from the HRPERSNL table to use as your linking fields; if your SAP Crystal Report does not have the HRPERSNL table, use the empno and company fields from the primary table you are using.

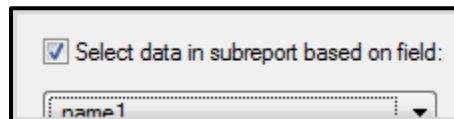


Once you have selected the field you wish use to link, you will have additional options for configuring this field. As we can see in the screenshot above, we have selected the p_empno and p_company fields as our links. The “Subreport parameter field to use” field now contains our linking fields; the next step is to select fields from the subreport to properly link with.

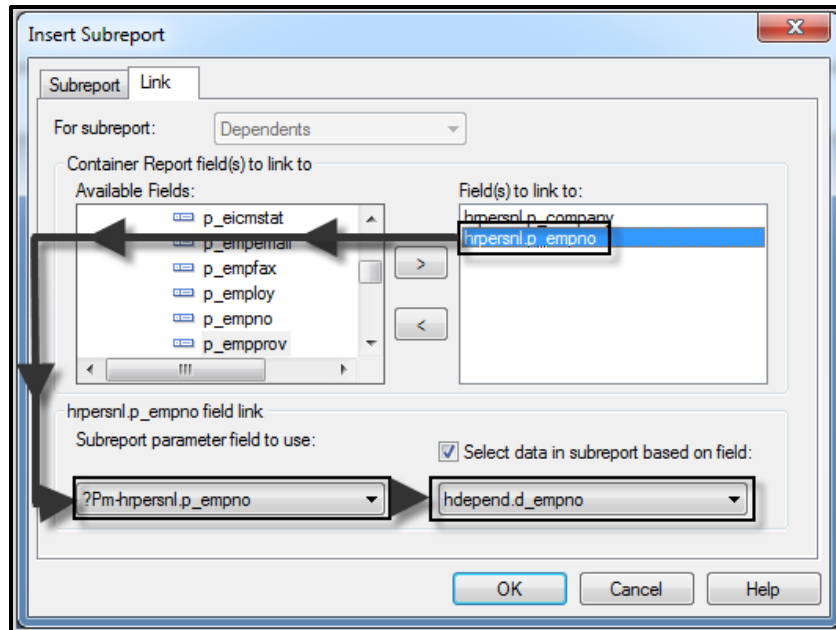


The “Subreport parameter field to use” drop-down will change depending on the fields you have placed in the “Field(s) to link to” column. For each field you select in the Field(s) to link to column, you will have the option to link the fields to the subreport.

The “Select data in subreport based on field” checkbox gives the user the ability to select fields in the subreport from which to link; for Sage HRMS data, we always want to have this checkbox selected.



In the drop-down menu below the “Select data in subreport based on field” checkbox, a list of all tables and fields located in your subreport will appear. It is from this drop-down list you select the field or fields in the subreport to link the subreport to your existing SAP Crystal Report. Depending on how many fields you selected in the “Field(s) to link to” column, you will be able to link different fields by first selecting the field in the “Field(s) to link to” column and then the corresponding field in the drop-down menu located directly below the column.



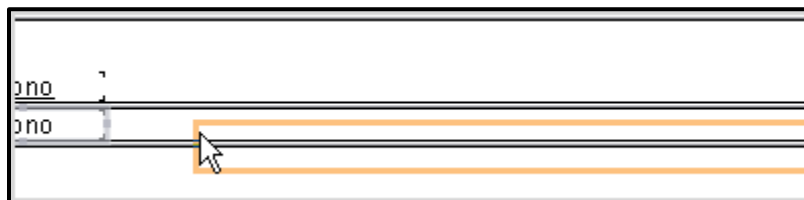
For example, if you selected p_empno and p_company in the “Field(s) to link to” column, you would first link the p_empno field with an empno field from the subreport. After this, you would select p_company from the “Field(s) to link to” column and link this field to a company field on the subreport.

Once you are finished with linking the subreport, click on the “OK” button to save your selections and place the subreport into your SAP Crystal Report.

Subreports and Your SAP Crystal Report

Adding the Subreport to your Report

After you have created or imported your subreport and linked the subreport to your SAP Crystal Report, you will be able to place the subreport in your report proper.

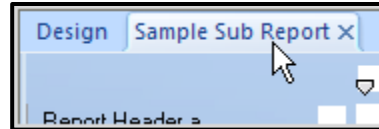


The subreport will be attached to your mouse button. “Drop” the subreport where you wish it to reside by clicking on the area with your left mouse button.

Modify the Subreport

Once the subreport is in your SAP Crystal Report, you will be able to modify the subreport by one of two methods:

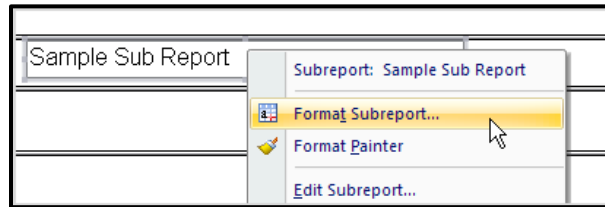
1. Clicking on the tab for the subreport: Once added, you will have an additional tab from where you can directly access the subreport.



2. Double clicking on the subreport. You will be able to access the subreport by double clicking on the subreport from within your report.

Subreport Properties

Once added to your report, subreports have properties like any other field added to your SAP Crystal Report. To access the properties, right-click on the subreport with the mouse; you will have access to the properties options.




You are also able to change or view the subreport links by accessing the “Change Subreport Links...” option.



By default, subreports have a border. To remove this border from your subreport, right-click on the subreport, select Format Subreport, click on the Border tab, and then remove or edit the Line Style selections.

Links and additional information

Topic	URL	Additional Information
Sage City – HRMS Forum	https://www.sagecity.com/support_communities/sage_hrms/f	Ask product questions Share tips and tricks with Sage peers, partners, and pros
Sage City Global Resources	https://www.sagecity.com/global-resources	New page in Sage City for Online Support Resources. Explore Sage University, register for the free webinars, access our training forum, view documentation, read product news and alerts, chat with a support representative and more!
Questions and Answers relating to Sage HRMS Learning Series	https://www.sagecity.com/support_communities/sage_hrms/f/sage-hrms--training	This link will take you directly to the Sage HRMS – Training forum on Sage City
Sage University	https://www.sageu.com/hrms	Log on Training and certification View training by subject Create a Profile Test your knowledge View training schedule
Sage University Help Desk		Telephone: 1-855-724-3864 Email: SageUniversity@sage.com
Discount code	HRMSresource	10% off when registering for Sage HRMS instructor-led training
Register or access on demand recording for Sage HRMS Learning Series	https://get.sage.com/HRMSLearningSeries	
Grad Cap icon in Sage HRMS		A link to Sage University to browse for training on the related area in Sage HRMS