



Sage HRMS Learning Series

SAP Crystal Reports: Linking Tables Intermediate Level



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Visit our Web site at www.SageU.com or call (866) 888-6062 to learn about training classes that are added throughout the year.

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Sage HRMS Training Classes

Sage HRMS Learning Series

This learning session uses concepts contained in the following training class on Sage University:

HRMS - Sage HRMS – SAP Crystal Reports – Level II: Building your Skills

Further develop your report-writing skills with this advanced training on SAP® Crystal Reports for Sage HRMS. Building on your understanding of the basics of SAP® Crystal Reports. During this virtual, instructor-led course we will discuss the linking tables interface, the application of formula special fields, the formula editor, and using formulas correctly. You will learn to gain more control over your data with advanced techniques for extracting and depicting information using the tools you already have in SAP® Crystal Reports to turn your Sage HRMS data into interactive, actionable information.

This training includes hands-on exercises so you can practice what you have learned in a demo environment.

Who Should Attend?

All Sage HRMS users who are tasked with extracting and sharing HRMS information. Please note: the payroll portions are for Sage Abra Suite Payroll and not Sage HRMS Payroll.

Prerequisites:

Students should have attended the ES - SAP Crystal Reports for Sage HRMS Level I: Laying the Foundation course or have the knowledge contained therein prior to attending this course.

DEC	Session Details
4	Fri, Dec 4, 2020, 9:30 AM - 5:30 PM EST Register by Fri, Dec 4, 2020, 9:30 AM EST Sage HRMS Virtual Classroom, Sage HRMS Online Scheduled Events, Sage North America - Sage HRMS, Sage North America English (US)
JAN	Session Details
15	Fri, Jan 15, 2021, 9:30 AM - 5:30 PM EST Register by Fri, Jan 15, 2021, 9:30 AM EST Sage HRMS Virtual Classroom, Sage HRMS Online Scheduled Events, Sage North America - Sage HRMS, Sage North America English (US)
FEB	Session Details
4	Thu, Feb 4, 2021, 9:30 AM - 5:30 PM EST Register by Thu, Feb 4, 2021, 9:30 AM EST Sage HRMS Virtual Classroom, Sage HRMS Online Scheduled Events, Sage North America - Sage HRMS, Sage North America English (US)

Sage University

To find training and register for training courses, visit [Sage University](https://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.


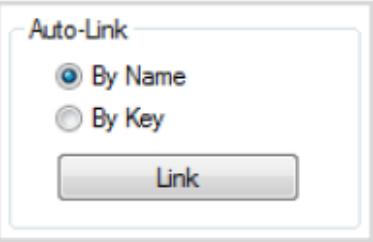
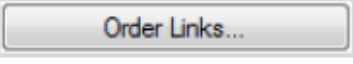
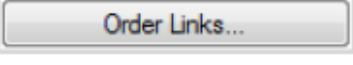

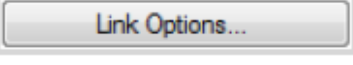

To enroll in a course, go to <https://sageu/hrms> and log on. If you do not have a log on, you will need to [create one](#). For registration assistance call Sage University Help Desk at 1-855-724-3864 or email SageUniversity@sage.com.

Session Objectives

In this webinar, you will learn:

- How to link tables using the Database Expert
- Linking options
- How join types (Left Outer, Right Outer and Inner) affect the data on your report

Link Options

Link Option	Description
	When selected, SAP Crystal Reports will arrange your tables to best fit within the Links Display area.
	The Auto-Link feature is not used with Sage HRMS data.
	When you have more than one Link present between your tables, you can use the Order Links button to designate the order of the links. Please note in most cases, the default Link order does not need to be changed for Sage HRMS data.
	The Clear Links button will remove all links from your tables.
	Selecting a link and clicking this button will delete the selected link.
	The Link Options button opens up an additional window with advanced options for the link.
	The Index Legend is not commonly used with Sage HRMS data.

Selecting the button opens three additional columns to make selections from: Join Type, Enforce Join, and Link Type. While Enforce Join and Link Type are not commonly used with Sage HRMS data, Join Type occasionally is used.

Join Type

The Join Type selection allows you to direct the flow of the links between your tables, and thus direct the data appearing on your SAP Crystal Report. The different Join Types are as follows:


An _____ **join** is the standard type of join and is the default selection for your SAP Crystal Reports.

The result set from this join includes the records in which the linked field value in both tables is an exact match. For example, you can use an Inner join to view all employees and their benefits. You will not get a record for any employee who does not have benefits.

A _____ **join** includes items from the left table regardless of if the values match. Using the example above, if you use a Left Outer Join for an employee benefits report, the employees would be listed on the SAP Crystal Report even if they do not have a benefit.

A _____ **join** is the opposite of the Left Outer Join option. For this join, you will see the items on the right-most table regardless of if they are tied back to the left or primary table.

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	Review HRMS and get a \$10 US gift card (for the first 100 users who submit a qualifying review.
Grad Cap icon in Sage HRMS		A link to Sage University to browse for training on the related area in Sage HRMS