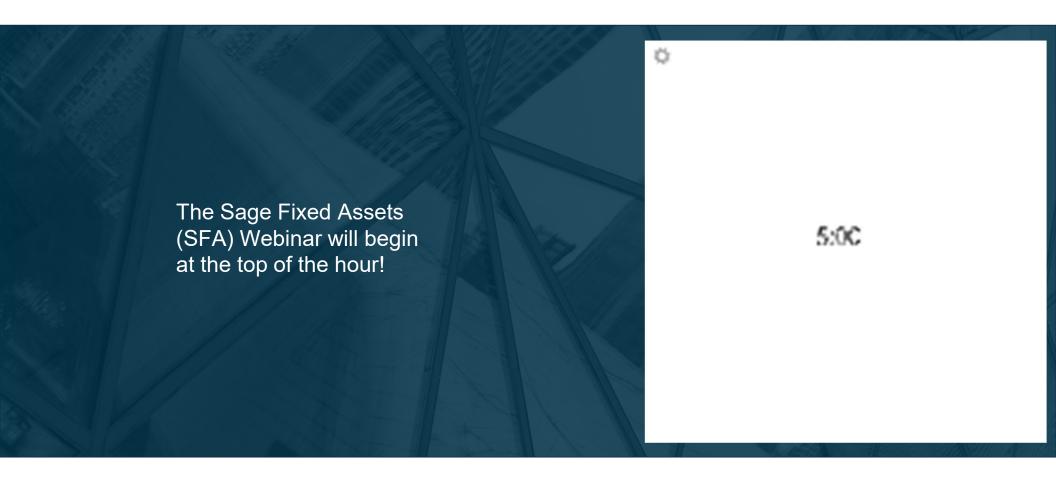
# **Countdown to Webinar!**











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### **Contents**



#### © Create a Report in Crystal

Basics – How to Create, Edit, and Format a report





# **Create a Crystal Report**

## The Crystal Software Application



- Third party software.
  - Crystal is actually owned today by SAP.
  - Useful in creating reports from applications that contain a database.
  - Sage is a licensed re-seller of Crystal.
- Sage Fixed Assets—Reporting.
  - This module is a free perk if you buy a license to the Premier software.
    - Otherwise, this module requires a purchased license to use.
  - Provides the Crystal application plus the functionality to customize standard reports.
  - Integrates with the SFA—Planning and Tracking programs, too.

## **Working with Crystal Software**



- Reports are created by using objects.
  - Database objects, and
  - Text objects.
- Vast scope of creative possibilities are available with a Crystal report.
  - You can "pretty up" your report with lots of options, for example:
    - Change the font, style, size, color, add a background color or put the text in a box.
    - Add a picture, such as your company logo, or add a graph, etc.
  - But what really makes Crystal so powerful are its "hooks" back to the DB.
    - You can include DB fields and manipulate the display of data within a report.

## The Power of the Crystal Software



- Because Crystal is such a powerful application, we have divided our instructor led classes into two:
  - Basic Reporting and Advanced Reporting each are 1-day classes.
- When you create a new report in Crystal, you first begin with a template.
  - The template was created by Sage programmers to help you get started.
    - If you don't like an object on the template, you can always change it or remove it.
- Consolidated Report.
  - No way to do this in the Depr program.
  - But you can build a report in Crystal that will pull in and display assets from more than one company or organization.

#### **Demonstration**



In this example, I will create a consolidated report and show the following database fields:

#### **Assets from 2 companies with the following fields:**

System number Placed-in-service date

Extension number Acquisition value

Asset Id Current net book value

Description Company name

#### **Demonstration**



Furthermore, in this example, I will also show you various features, including how to:

- Apply a filter to the universe of assets to show only a subset.
- Group the assets to multiple levels.
- Sort the asset records.
- Add subtotals and totals.
- Add text objects and edit text objects.
- Format an object for emphasis; & format date and number fields.
- And more . . .



# **Polling Question**



Can you create a report in Crystal that will show asset records from 2 companies?

Yes or No.

The answer is . . . Yes.

## Review



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# **Questions?**

# **Upcoming Webinars**



Dates	Subject
Oct 29 & Nov 4	What's New in SFA 2021.0
Dec 8 & 16	Batch Reports, Tax Reports and Year- End Tips
Jan 12 & 20	Creating Groups



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# Thank you

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