

Countdown to Webinar!



The Sage Fixed Assets
(SFA) Webinar will begin
at the top of the hour!



Sage Fixed Assets – Crystal Reports

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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



- **Create a Report in Crystal**
 - Basics – How to Create, Edit, and Format a report

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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