








Solutions from SAP
SAP Business One 2005

How to Create Query Print Layouts

September 2005



Icons

Icon	Meaning
	Caution
	Example
	Note
	Recommendation
	Syntax

Typographic Conventions

Type Style	Description
<i>Example text</i>	Words or characters that appear on the screen. These include field names, screen titles, pushbuttons as well as menu names, paths and options. Cross-references to other documentation.
Example text	Emphasized words or phrases in body text, titles of graphics and tables.
EXAMPLE TEXT	Names of elements in the system. These include report names, program names, transaction codes, table names, and individual key words of a programming language, when surrounded by body text, for example, SELECT and INCLUDE.
Example text	Screen output. This includes file and directory names and their paths, messages, source code, names of variables and parameters as well as names of installation, upgrade and database tools.
EXAMPLE TEXT	Keys on the keyboard, for example, function keys (such as F2) or the ENTER key.
Example text	Exact user entry. These are words or characters that you enter in the system exactly as they appear in the documentation.
<Example text>	Variable user entry. Pointed brackets indicate that you replace these words and characters with appropriate entries.

Contents

Query Print Layout	4
Introduction	4
Creating Print Layouts for User-Defined Queries	4
Linking Print Layouts to User-Defined Queries.....	6
Printing User-Defined Queries	8
Printing User-Defined Queries with Variables	9
Copyright	11

Query Print Layout

Introduction

The *User Reports* function enables SAP Business One users to establish a link between a saved user-defined query and a print layout.

As in regular documents and reports, you can use the *Print Layout Designer* to design the print layout for each user-defined query, for example by changing the font type, font size, report borders and limits, or calculating sub-totals.



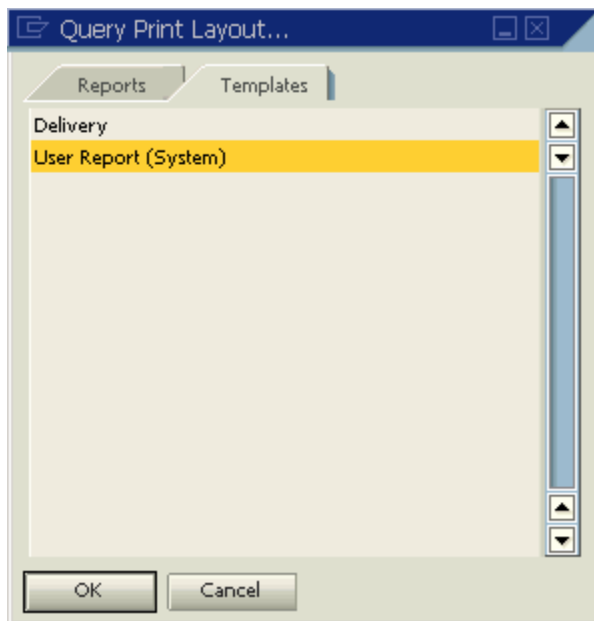
Changes made in the user-defined query will not affect its linked print layout. In order for such changes to become effective in the print layout, you have to link the respective print layout with the updated query.

Creating Print Layouts for User-Defined Queries

Procedure

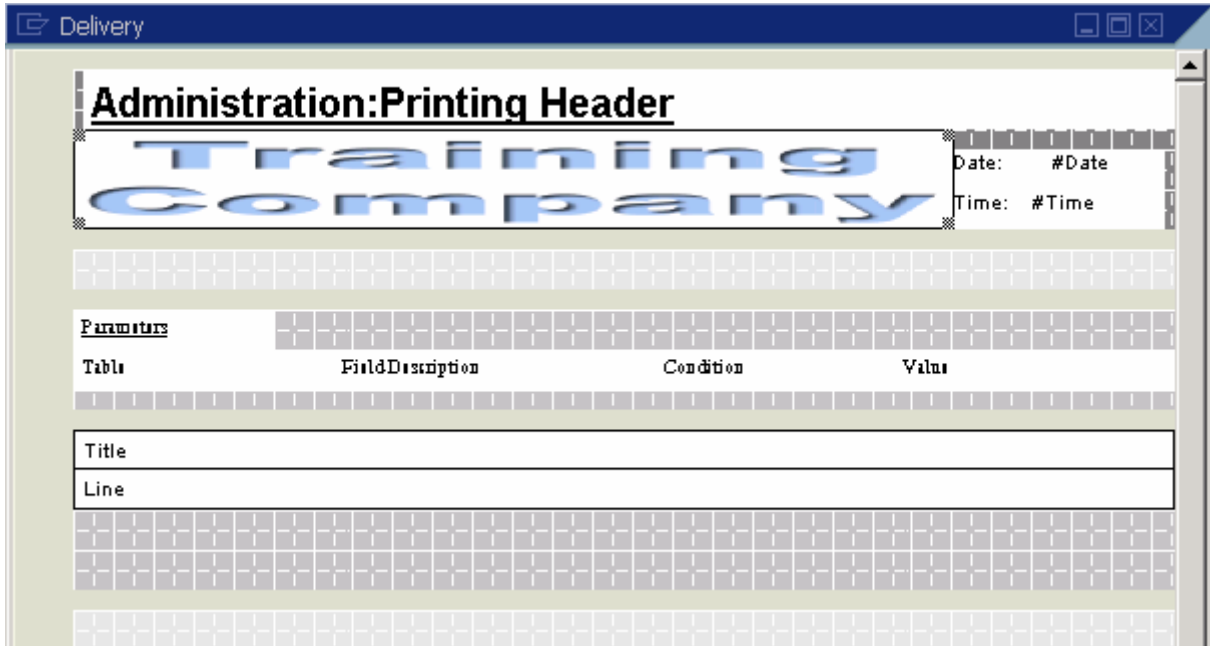
1. To create a print layout for user-defined queries, choose *Tools* → *Queries* → *Query Print Layout* from the menu bar.

The *Query Print Layout...* window appears.



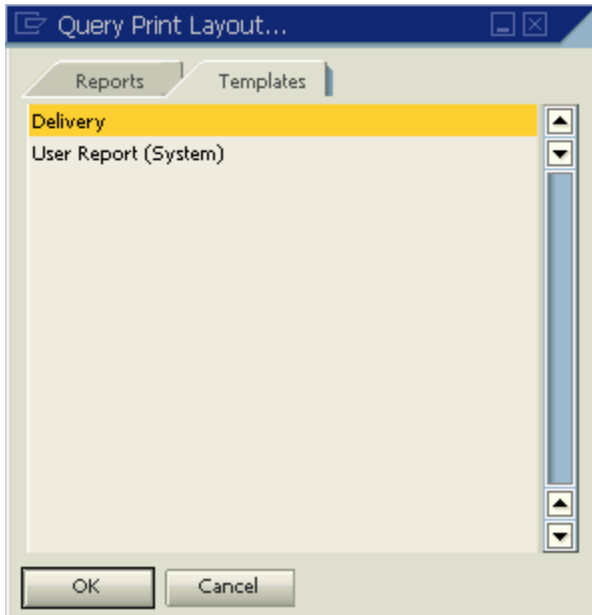
As a default, the system creates one print layout for every new company. This print layout is called *User Report (System)*.

2. To create additional print layouts for your user reports, double-click this default print layout to open the *Print Layout Designer*.
3. Make any required changes and save the layout under a new name.



Result

The new print layout for user reports will be added to the *Query Print Layout...* window on the *Templates* tab page.



Since your new print layout is not linked to a specific user-defined query, you can change layout elements such as the font, color, header data etc. This however, will not have any effect on the query's content.

Linking Print Layouts to User-Defined Queries

Use

You can link a user-defined query to a print layout for user reports.

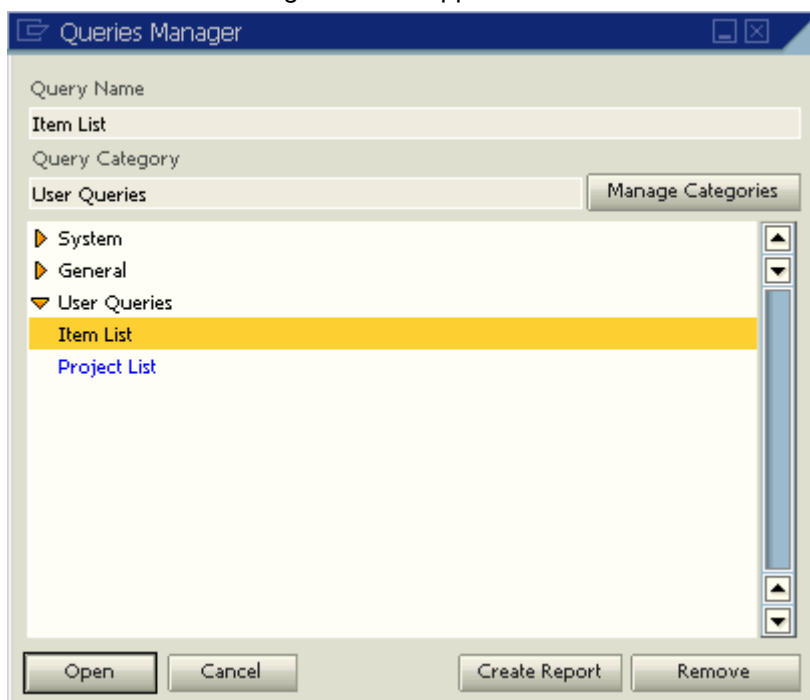
Prerequisites

You have created a query using the *Query Generator* or the *Query Wizard*.

Procedure

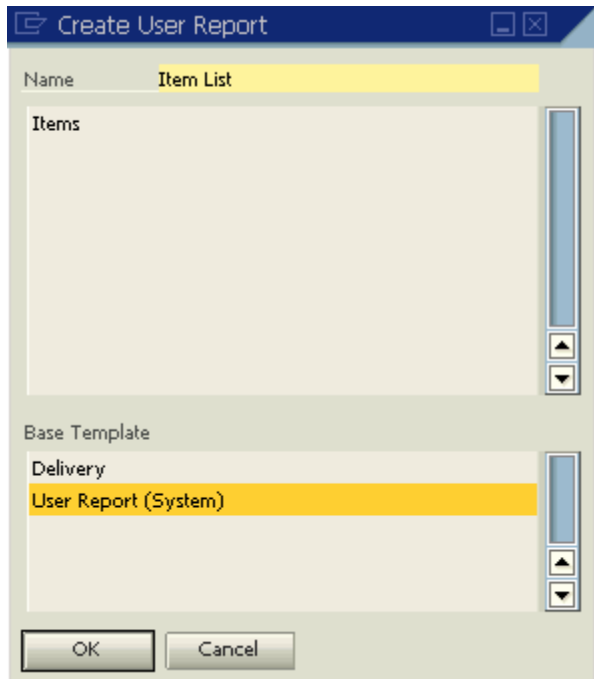
1. To open the *Queries Manager*, choose  with the quick info text *Queries Manager* from the toolbar.

The *Queries Manager* window appears.



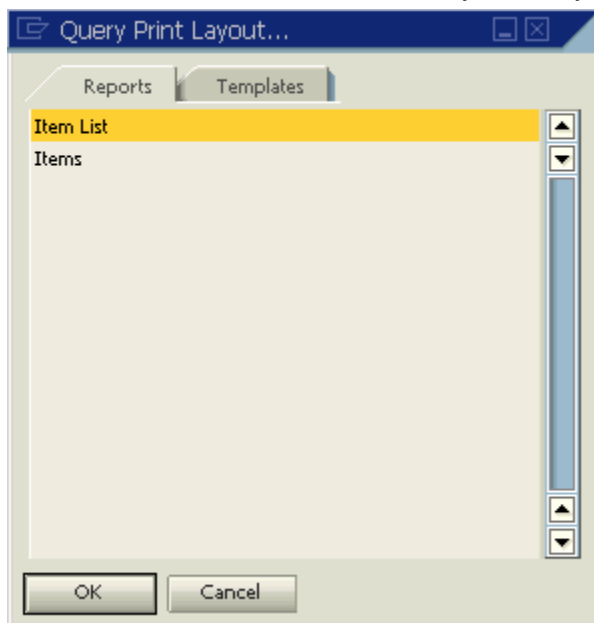
2. Select the required query and choose *Create Report*.

The *Create User Report* window appears.



The query name will be automatically displayed in the field *Name*. If necessary, you can change this name manually.

3. Choose the required base template (print layout) according to which you would like to print your query and then choose *OK*.
4. After you link a query to a print layout, to modify the design to use it as a report template, choose *Tools* → *Queries* → *Query Print Layout* from the menu bar.



The *Query Print Layout...* window appears. On the *Reports* tab page you can see all user queries that are linked to user report templates.

5. Double-click a query name to open the *Print Layout Designer* window.
6. Make the required changes and save the print layout.



You can create several print layouts for the same query by saving the linked print layout under different names.

Printing User-Defined Queries

Use

After you have linked a user-defined query to a user report template, you can print it according to its linked print layout.

Procedure


To print a user-defined query, use one of the following two procedures:

Using the Query Print Layout window:

1. Choose *Tools* → *Queries* → *Query Print Layout*.
2. Choose the *Reports* tab page and select the query you would like to print.
3. Choose *File* → *Print*.

The user-defined query is printed according to its linked print layout.

Using the Queries Manager window:

1. From the toolbar, choose  with the quick info text *Queries Manager*.
2. Select the query you would like to print.
3. Choose *File* → *Print*.

The user-defined query is printed according to its linked print layout.



You can also display a print preview for user-defined queries. To do so, choose *File* → *Print Preview*.

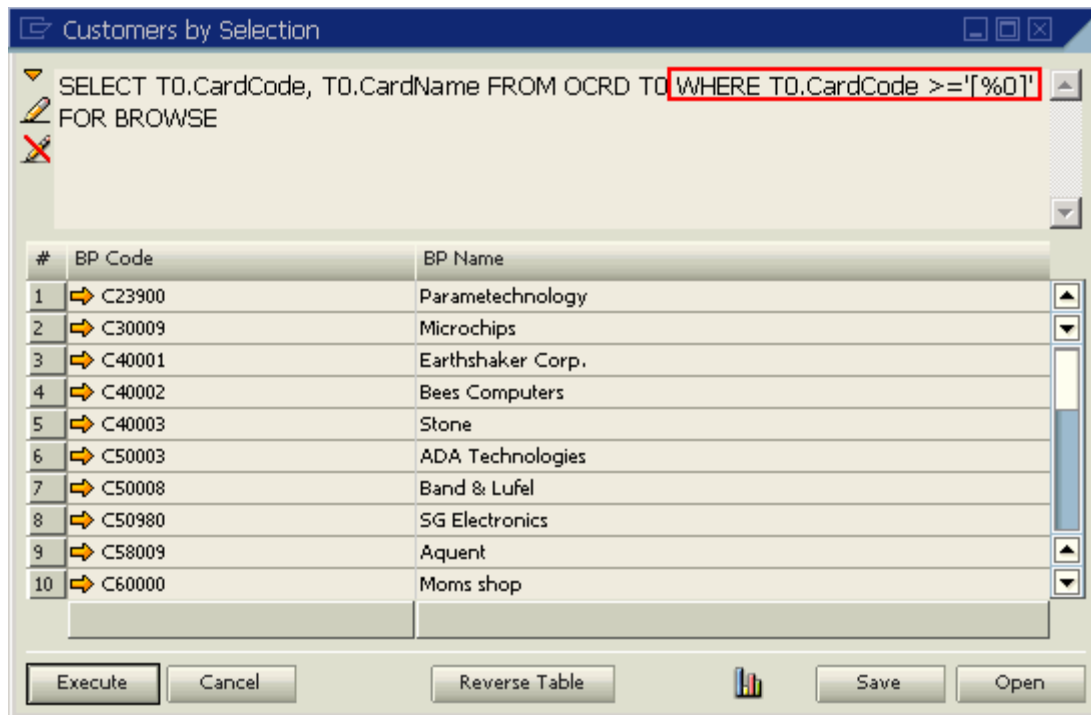
Printing User-Defined Queries with Variables

Use

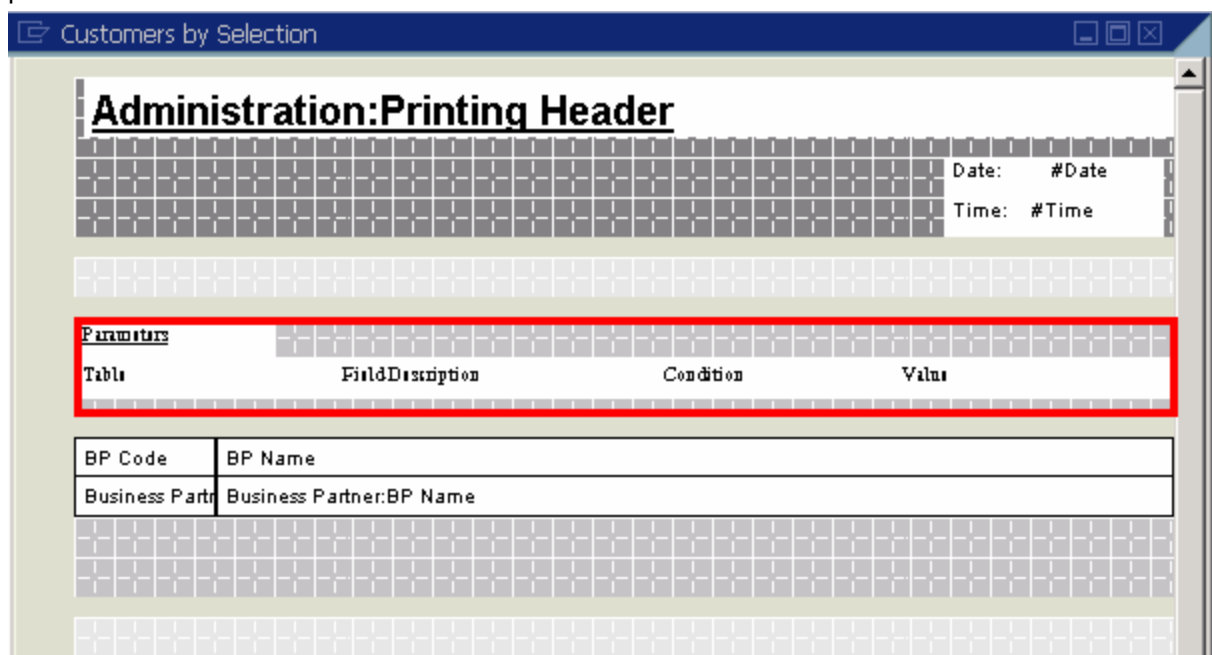
When a user-defined query contains variables, its linked print layout will also display the variables data and print them.

Example

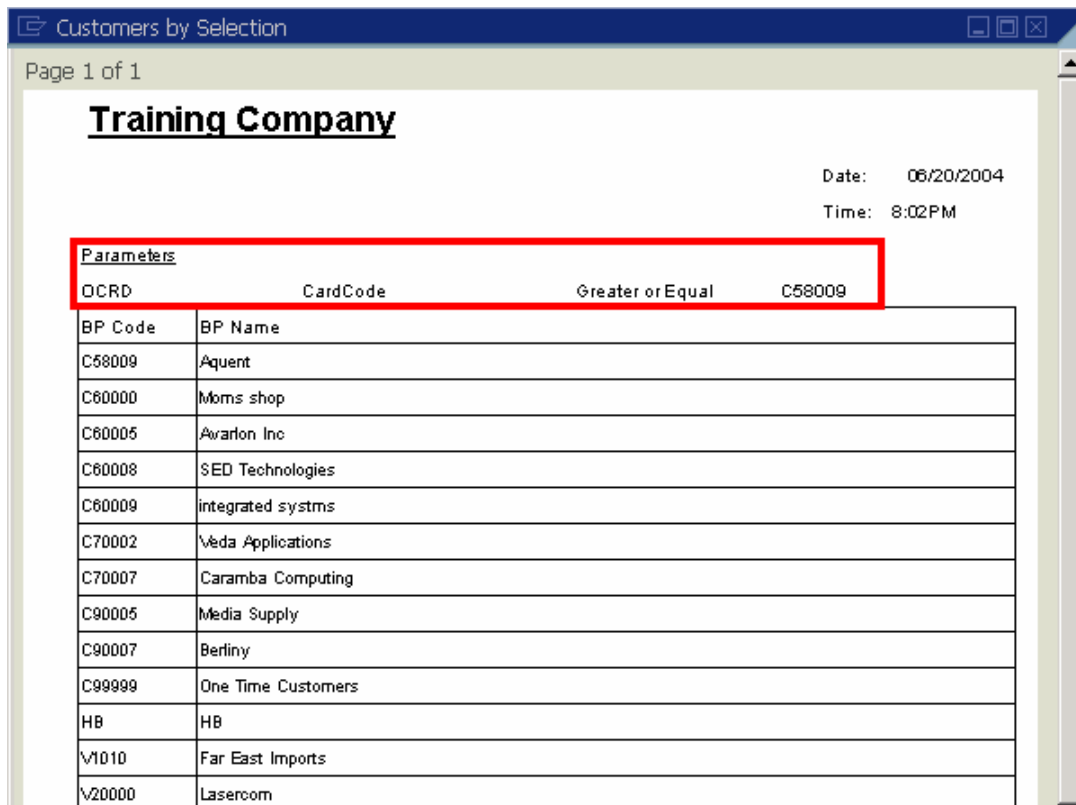
A user-defined query contains the condition: WHERE CardCode = [%0]:



In the print layout linked to that query, you can see that an additional area containing the condition's parameters was added:



When you print this user-defined query, the parameters selected for the query will be printed at the beginning of the query:



The screenshot shows a window titled "Customers by Selection" with a sub-header "Page 1 of 1". The main content is a report for "Training Company". The report includes a date of 06/20/2004 and a time of 8:02PM. A red box highlights the "Parameters" section, which contains the following information:

Parameters			
OCRD	CardCode	Greater or Equal	C58009

Below the parameters, the main data table lists various BP codes and names:

BP Code	BP Name
C58009	Aquent
C60000	Moms shop
C60005	Avarlon Inc
C60008	SED Technologies
C60009	integrated systms
C70002	Veda Applications
C70007	Caramba Computing
C90005	Media Supply
C90007	Berliny
C99999	One Time Customers
HB	HB
V1010	Far East Imports
V20000	Lasercom

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