

How To Write Custom Reports

In Sage 100 Contractor (formerly Master Builder)

By Jim Schuett



Instruction Guide & Resource Manual

Sage 100 Contractor "Report Writer"

Easy to Read ▪ SQL Formulas ▪ Illustrations

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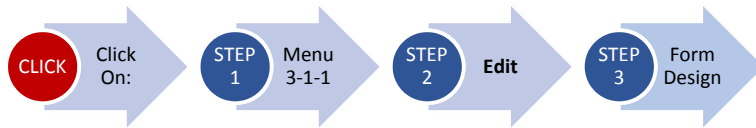
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6 REPORT FORMS AND SYSTEM REPORTS

Let's start with the Report Form and it will be easy to understand, as you see it up *close and personal*.

6.1 REPORT FORM

WHERE TO FIND REPORT FORM EDITING

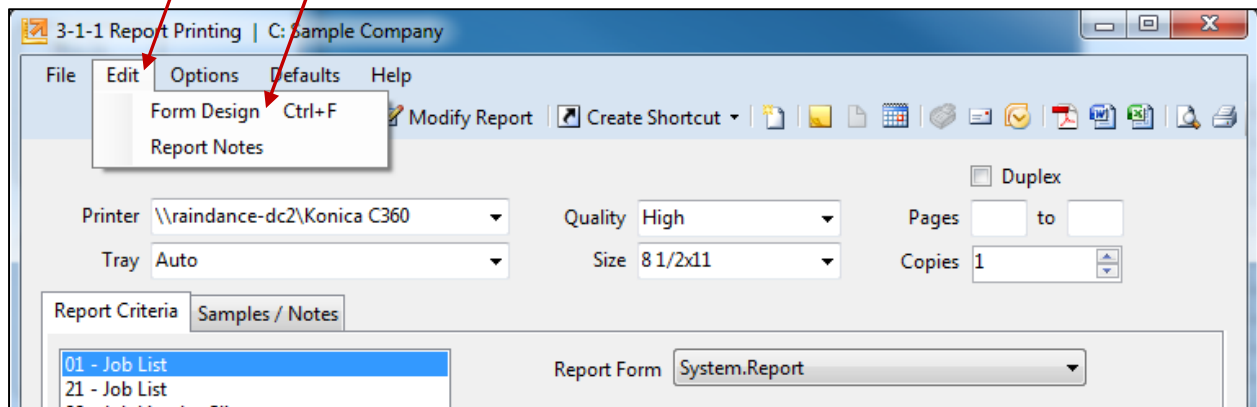
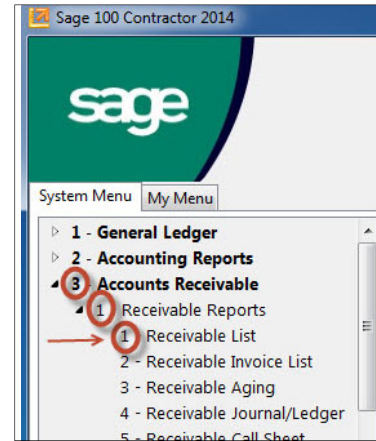


For this example, from the Sage 100 menu screen

STEP 1: Click on menu 3-1-1.

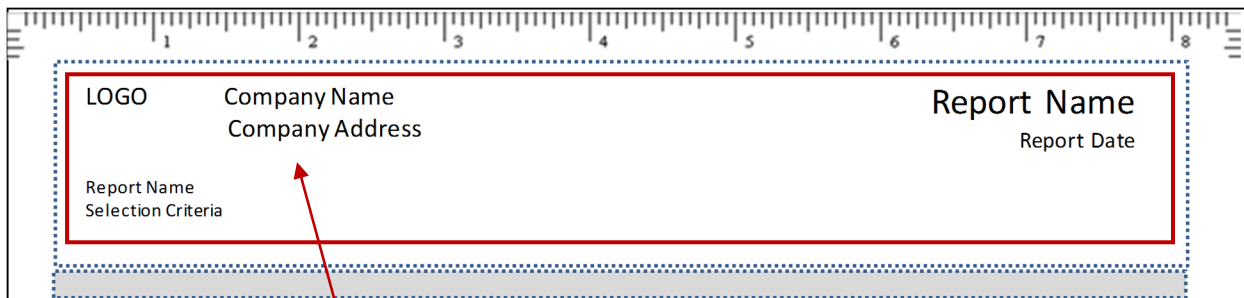
STEP 2: Click "Edit",

STEP 3: Then click "Form Design".



REPORT FORM: STRUCTURE & LAYOUT

6.1.1 HEADER



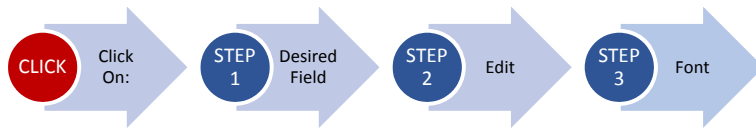
Report Form: "Header"

Here is the type of information you could see in the top (header) part of the report form.

- Company info like name, address, phone numbers.
- Report info like report name, selection criteria, and date, client and job information.

6.4 CHANGING FIELD PROPERTIES

6.4.1 Fonts and Sizes

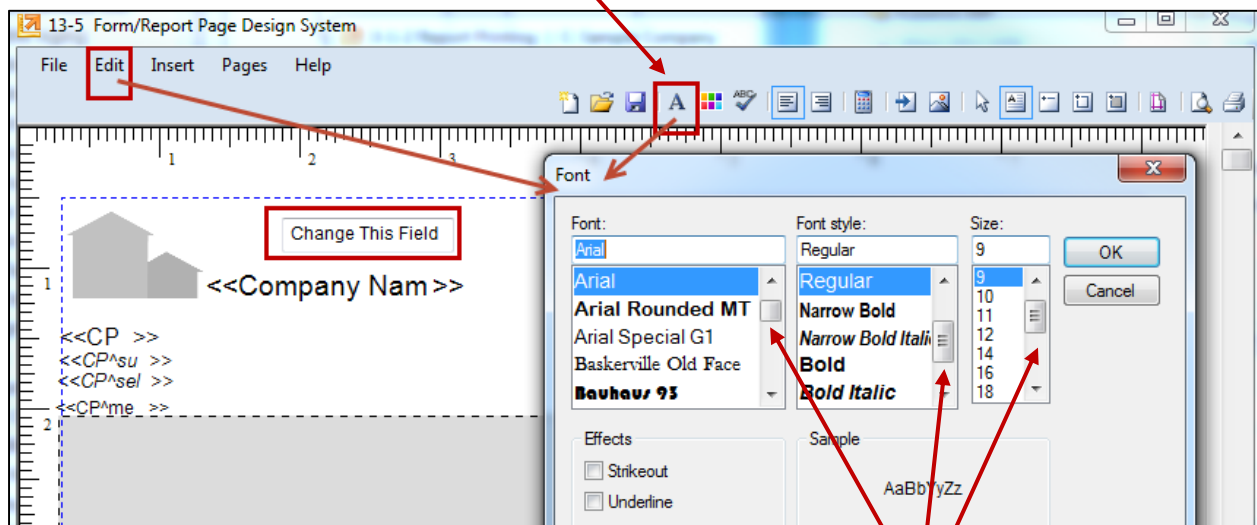
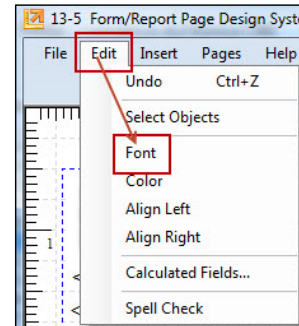


To change the font or size of a field,

STEP 1: Click on “Desired Field” to change

STEP 2: Click on “Edit” (or just click on

STEP 3: Click on “Font” the Font icon)



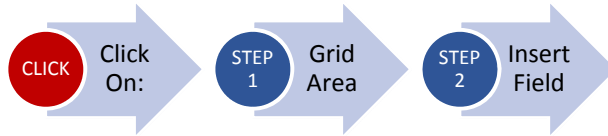
- In the Font window, select the Font, Font Style, then Size. (Use scroll bars to see all fonts & sizes)
- Choose “Underline” if desired, then choose the “OK” button.
- Continue in same way to make other font / size changes on other fields.

NOTE

If you want to change more than one field to the same font and style size, click the first field, then hold down the Control (Ctrl) key then click on the other fields you want to change. Make the changes as above. All the fields will be changed.

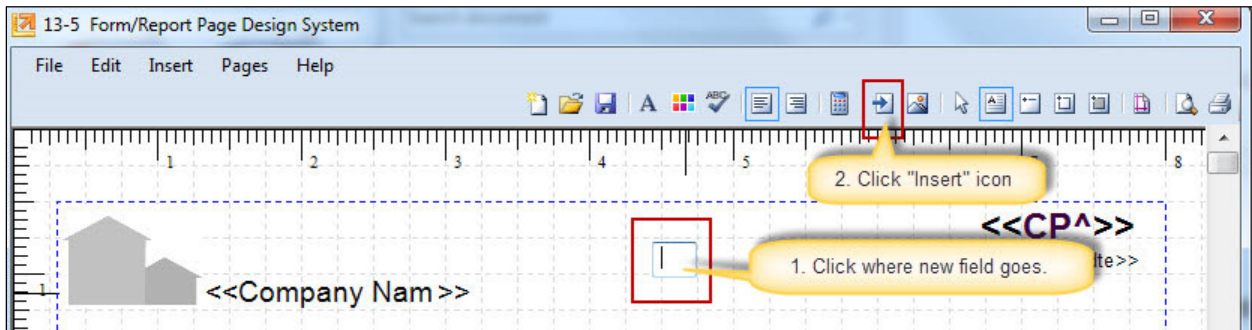
6.3 HOW TO ADD NEW FIELDS TO A REPORT FORM

How do I enter fields onto Report Forms?



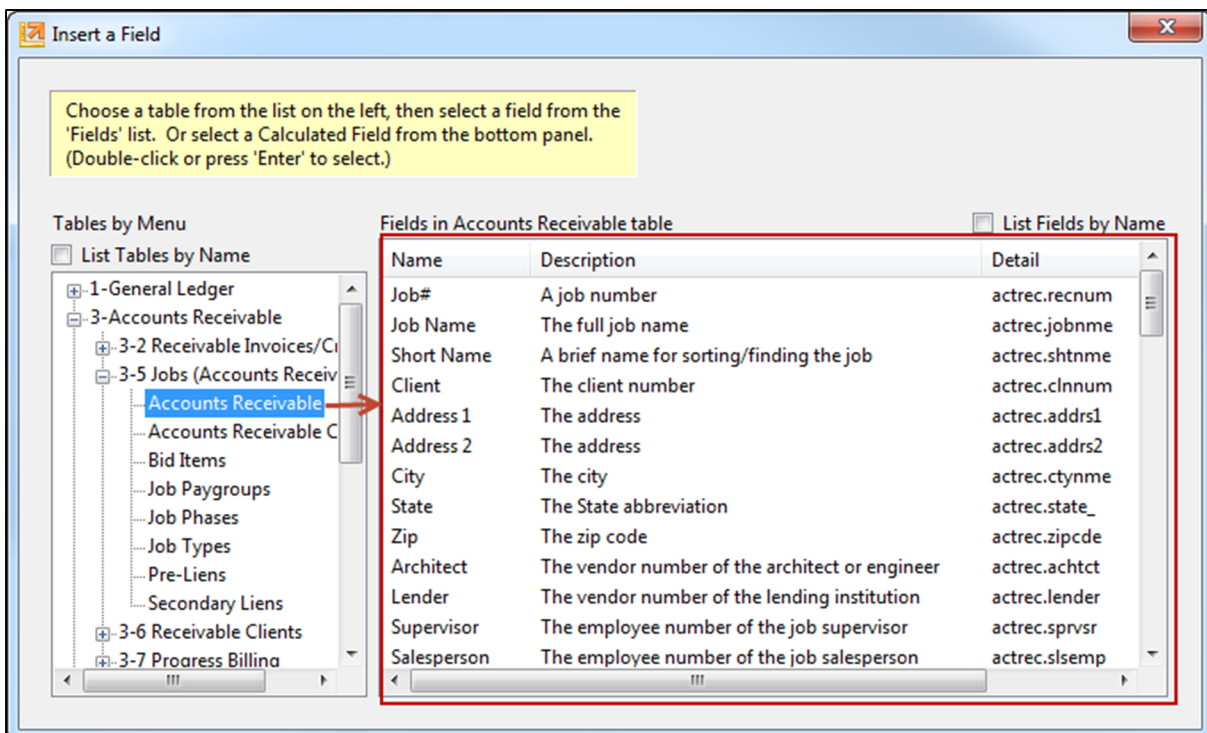
STEP 1: Click the **grid area** where you want the field to appear.

STEP 2: Click the “**Insert Fields from a List**” Icon.



Choose a field to enter by clicking on it in the list.

- Left column: **Tables by Menu**
- Right column: **Fields in** (the table selected)
- Note the right column scroll bar, move this down to see all the fields available.
- Clicking on the desired field, inserts the field into the report form.

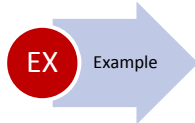


9 PRIMARY TABLE

9.1 WHAT PRIMARY TABLE SHOULD YOU USE?

First, take a look at the Primary Table List in the Resources Section of this book. As you can see there are a lot of them. It should make it easier to pick the right one.

9.2 PRIMARY TABLES & THEIR SUB-TABLES



Example

Accounts Receivable Primary Table

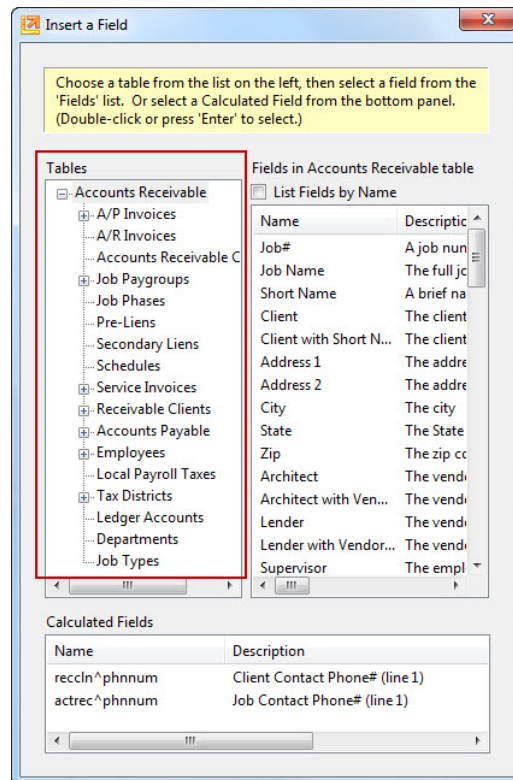
Tables Accessible from A/R Primary Table:

- Each table (in red box) below “connects” to the primary table.
- Each table below *may* have sub-tables also accessible.

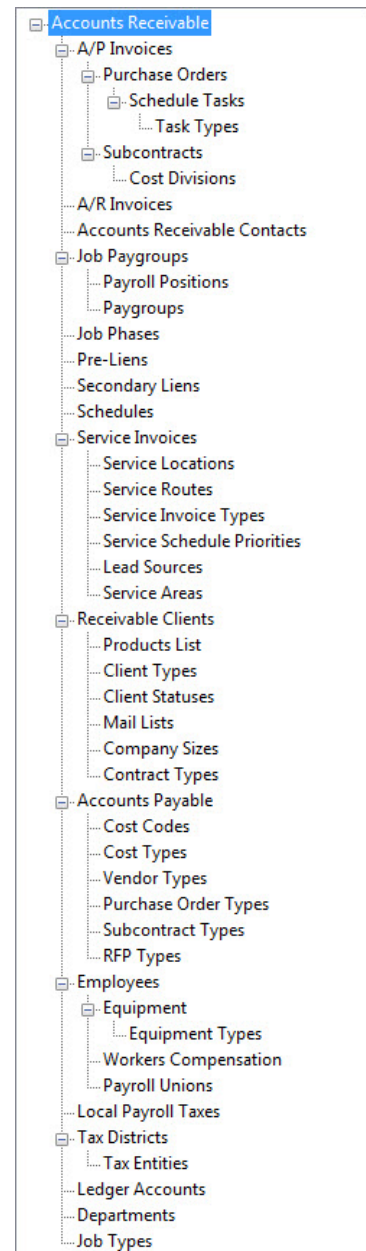
ACCOUNTS RECEIVABLE PRIMARY TABLE

Sub-Tables to the A/R Primary Table:

- AP Invoices
- AR Invoices
- Job Paygroups
- Job Phases
- Pre-Liens
- Secondary Liens
- Schedules
- Service Invoices
- Receivable Clients
- Accounts Payable
- Employees
- Local Payroll Taxes
- Tax Districts
- Ledger Accounts
- Departments
- Job Types



Full A/R Expanded TableMain

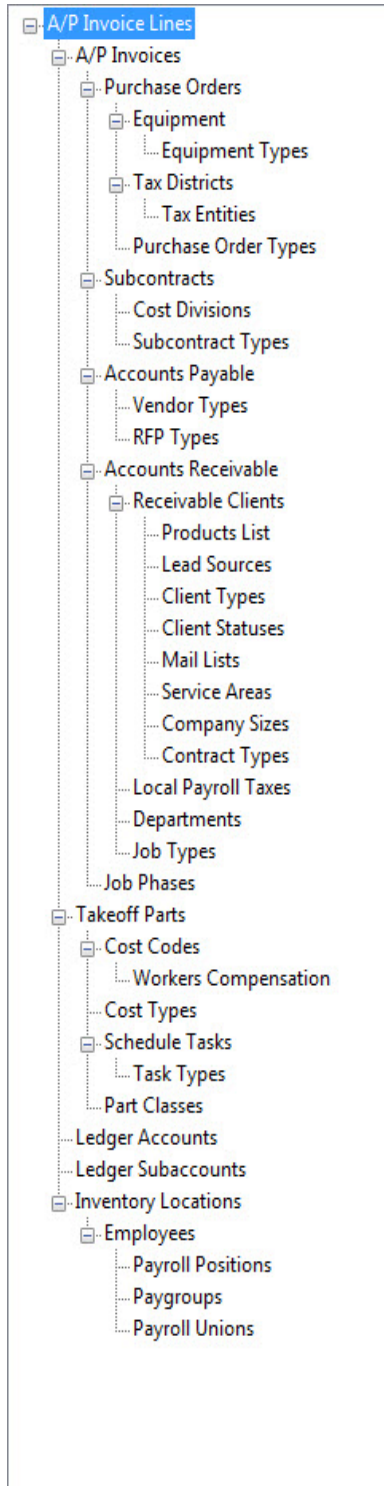


READ THIS

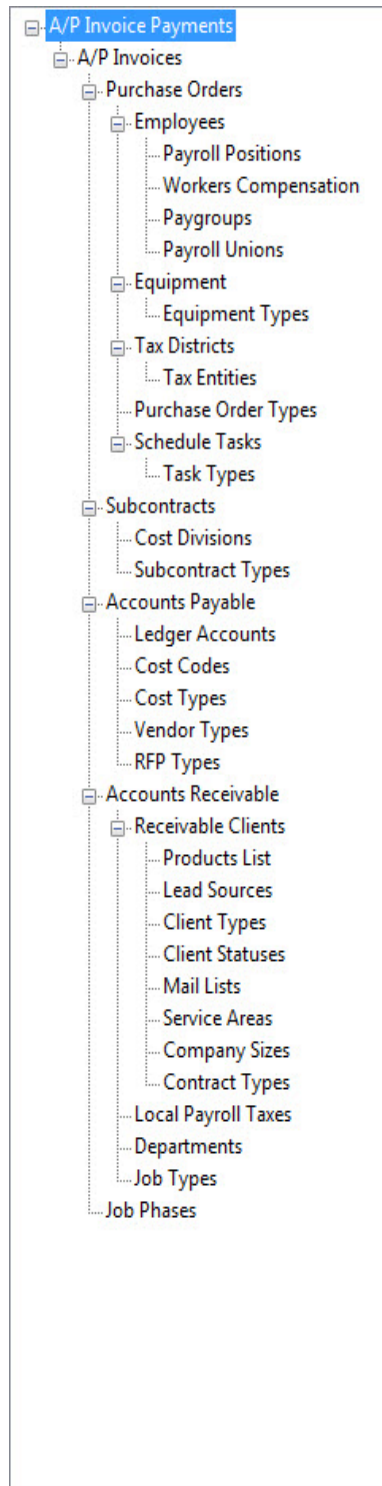
It's important to understand the way these tables “connect” to the primary table, and how they don't connect.

11 EXPANDED PRIMARY TABLES

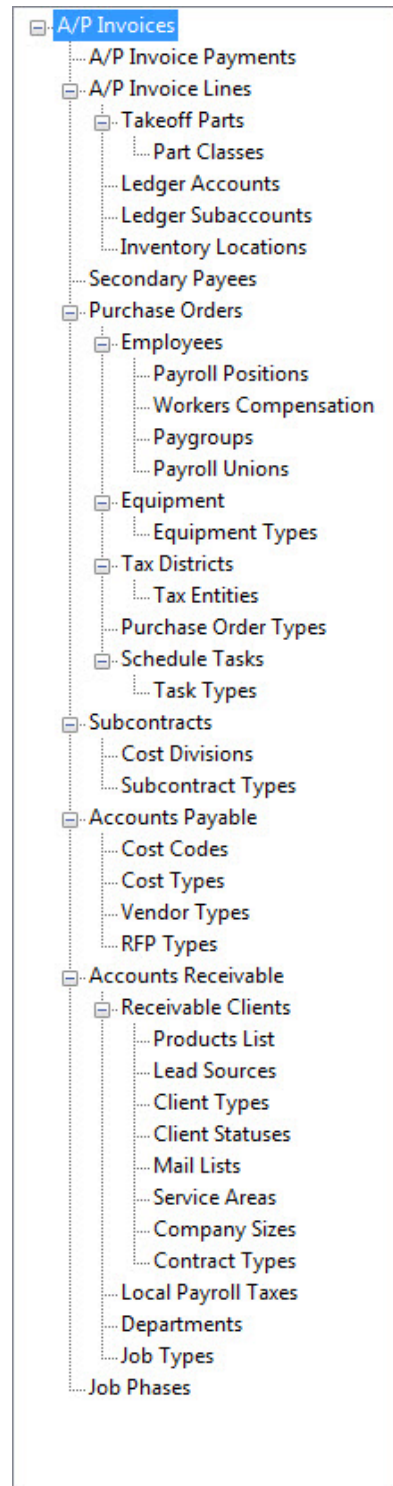
A/P INVOICE LINES



A/P INVOICE PAYMENTS



A/P INVOICES



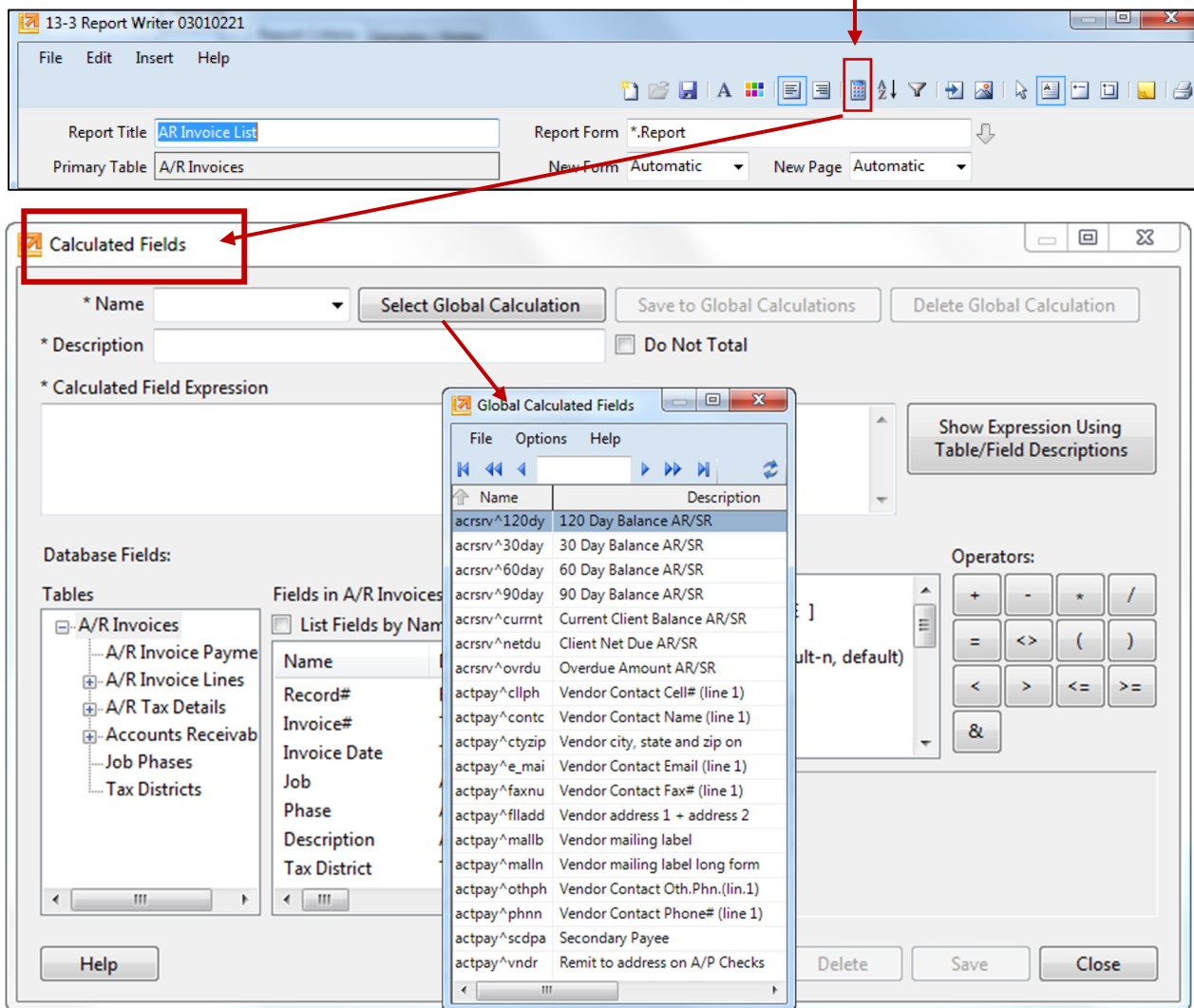
12 GLOBAL CALCULATED FIELDS

Global calculated fields are a good way to copy a calculation from one report to another. Many pre-defined calculations are in the Global Calculated Fields list, but not all.

A **calculated field** is a type of field representing an expression. When you generate a report, Sage 100 Contractor determines the result of the calculated field based on information stored in the databases. After creating a calculated field, you can add it to the list of calculated fields available for use in the design.

Saving calculations to the **Global Calculated Fields** list is a good way to copy a calculation from one report to another. Many calculations are in the Global Calculated Fields list, but not all.

To find Global Calculated Fields, go to the  (define Calculated Fields) icon/button.

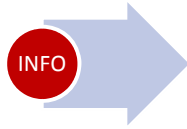


Click on “Select Global Calculation” to see list.

The list of calculations is much longer than what is visible in the window. Use the arrows at top to scroll through the list. Sage 100 Contractor comes with a selection already in the list.

15.1 HOW TO WRITE CALCULATED FIELDS

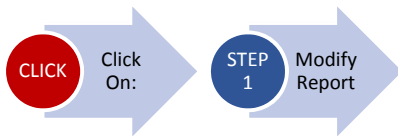
In the following sub-sections, each type of calculated field is discussed with the general structure and simple examples of each type.



In the Reference Section in this book, *hundreds* of calculated field examples are shown for referencing calc fields used in the various primary tables (Sage menu items, like Job Cost or A/R Invoices). Refer to these frequently.

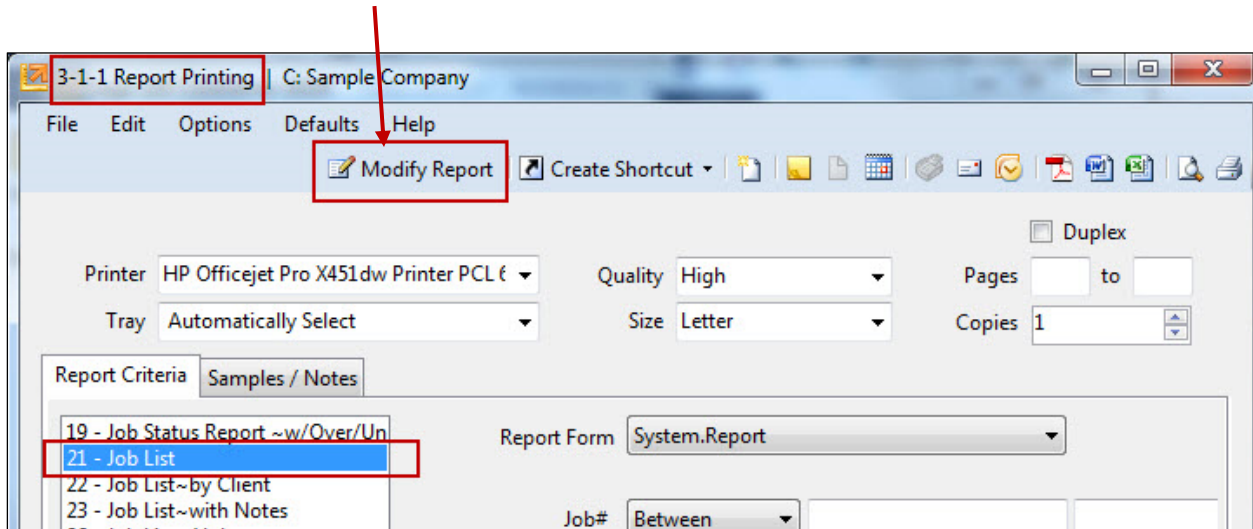
To access the Calculated Fields screen (see screen on prior page), open any report in Sage 100 that has the “Modify Report” button. For this example, use report 3-1-1-21 Job List.

Click on Sage Menu 3, then 1, then 1, then report 21.



Once in report 3-1-1-21,

STEP 1: Click on the Modify Report button.



This opens Report Writer’s System **Report Printing** screen (menu 13-3).

15.6 SQL STATEMENTS

SQL Statements

The SQL Queries operator enables you to return a value that meets specific conditions. Within the **Select From Where** expression, you enter the fields, functions, and constants.

When building an SQL expression, you can use any mathematical or relational operations as well as language operators. The placement of operators is critical to proper calculation and some operators are placed before rather than after the fields. The following list describes the language operators you can use in an SQL expression:

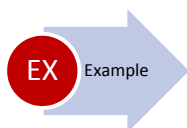
Operator	Description
Select	Locates data for the selected field.
Select Sum	Locates and totals all figures for the selected field. You can use Select Sum in place of the Select portion of the expression.
From	Indicates the source database. Usually follows the Select portion of the expression.
Where	Defines the criteria that data must meet for use in the query. Usually follows the From portion of the expression.
Between	Defines a range of data. The Between operator works similar to \geq and \leq .
Inner Join	Creates a relationship between two tables.

SQL Statements

[SELECT...FROM...WHERE...]

- **Select** Locates data for the selected field.
- **From** Indicates the source Table in the database.
- **Where** Defines the criteria that data must meet for use in the query.

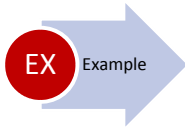
See Section 11.1 to review “**How to Write Calculated Statements**”.



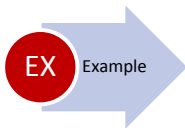
SQL Statements: *Cost Code Name* (In Timecard Line Table)

```
[SELECT cstcde.cdenme FROM cstcde WHERE cstcde.recnum={tmcdln.cstcde}]
```

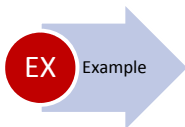
- **[SELECT** cstcde.cdenme
- **FROM** cstcde
- **WHERE** cstcde.recnum={tmcdln.cstcde}]

Additional Samples of “Join” Statements**11-1-11-21 Overdue Service Reminders****Overdue Amount AR/SR**

```
[Select Sum(SrvInv.InvBal) From SrvInv Where SrvInv.DueDte < {Date$} And
SrvInv.Status < 4 And SrvInv.ClnNum = {RecCln.RecNum}] + [Select
Sum(AcrInv.InvBal) From acrin,actrec,acrin Inner Join actrec on acrin.jobnum
= actrec.recnum Where AcrInv.DueDte < {Date$} And AcrInv.Status < 5 And
actrec.clnnum = {RecCln.Recnum}]
```

**4-1-3-41 Vendor Period Aging****Line Total(for line suppression)**

```
[SELECT(acpinv.invb)FROM acpinv WHERE acpinv.actper <= {[P]} and
acpinv.status < 5 and acpinv.recnum = {acpinv.recnum}] +
[SELECT(acppmt.amount + acppmt.dsctkn + acppmt.aplcrd)FROM acppmt,
acpinv, acppmt inner join acpinv on acppmt.recnum = acpinv.recnum WHERE
acpinv.status < 5 and acppmt.actper > {[P]} and acppmt.recnum =
{acpinv.recnum}]
```

**12-1-3-61 Inventory Variance****Ledger line amounts for inventory**

```
[SELECT SUM(lgtnln.dbtamt - lgtnln.crdamt)FROM lgrtrn,lgract,lgtnln,lgrtrn Left
join lgtnln on lgrtrn.recnum = lgtnln.recnum,lgtnln inner join lgract on
lgtnln.lgract = lgract.recnum Where lgract.acttyp = 3 And lgtnln.recnum =
{lgrtrn.recnum}] + [SELECT SUM(lgtnln.dbtamt - lgtnln.crdamt)FROM
lgrtrn,lgract,lgtnln,lgrtrn Left join lgtnln on lgrtrn.recnum = lgtnln.recnum,lgtnln
inner join lgract on lgtnln.lgract = lgract.recnum Where lgract.acttyp = 13 And
lgtnln.recnum = {lgrtrn.recnum}] + [SELECT SUM(lgtnln.dbtamt -
lgtnln.crdamt)FROM lgrtrn,lgract,lgtnln,lgrtrn Left join lgtnln on lgrtrn.recnum =
lgtnln.recnum,lgtnln inner join lgract on lgtnln.lgract = lgract.recnum Where
lgract.acttyp = 14 And lgtnln.recnum = {lgrtrn.recnum}]
```

As with any complex calc statement, like the IF () THEN () ELSE () statements shown earlier, it helps to break the statement apart so it's easy to see the similar parts better:

(You do need to put it carefully back together before using.)

15.7 SAMPLE CALCULATED STATEMENTS

*These SQL and other statements are for reference only. **Test each one** used before relying on data.*

Primary Table: A/P Invoice Lines			
Report#	Report Name	Calc Name	Calc Description
4-1-2-96	96 - AP Ledger Distribution	apivln^subact	subaccount
			IF(apivln.subact > 0)THEN(apivln.subact)ELSE()
4-1-2-96	96 - AP Ledger Distribution	apivln`subact	subaccount
			IF(apivln.subact > 0)THEN(apivln.subact [SELECT lgrsub.lngnme FROM lgrsub WHERE lgrsub.recnum ={apivln.subact} AND lgrsub.ctract = {apivln.actnum}])ELSE()
4-1-2-96	96 - AP Ledger Distribution	lgrsub^lngnme	SubAccount Description
			[SELECT lgrsub.lngnme FROM lgrsub WHERE lgrsub.recnum ={apivln.subact} AND lgrsub.ctract = {apivln.actnum}]

Primary Table: A/P Invoice Payments			
Report#	Report Name	Calc Name	Calc Description
4-1-5-52	52 - Payable Check Details~Job; by Vend chkdet^jobnme		Job number and name
			IF(acpinv.jobnum > 0)THEN(acpinv.jobnum "" actrec.jobnme)ELSE("0 NONE")

Primary Table: A/P Invoice Payments			
Report#	Report Name	Calc Name	Calc Description
4-1-2-21	21 - AP Invoice List	acpinv^invbbl	Invoice balance
			IF(acpinv.status = 4)THEN(Paid)ELSE(IF(acpinv.status = 5)THEN(Void)ELSE(acpinv.invbal))
4-1-2-23	23 - AP Invoice List~with Payments	acpinv^novoid	Amount excluding Voids
			IF(acpinv.status=5)THEN(Void)ELSE(IF(acpinv.status =4)THEN(Paid)ELSE(acpinv.invnet-acpinv.dscavl))
4-1-2-23	23 - AP Invoice List~with Payments	acpinv^padvod	Balance of Invoice listing Pairs and voids
			IF(acpinv.status =5)THEN(Void)ELSE(IF(acpinv.status=4)THEN(Paid)ELSE(acpinv.invbal))
4-1-2-51	51 - AP Invoice List~Land	acpinv^ttldis	Inv Total Discount
			IF(acpinv.status >3)THEN("")ELSE(IF(acpinv.dscavl = 0)THEN("")ELSE(acpinv.dscavl))
4-1-3-31	31 - Vendor Current Aging	acpinv^120day	120 Day Balance
			IF(acpinv.duedte >=(Date\$ -3650))THEN(IF(acpinv.duedte <=(Date\$ -91))THEN(acpinv.invbal - acpinv.retain)ELSE(""))ELSE("")
4-1-3-31	31 - Vendor Current Aging	acpinv^30dayB	30 Day Balance
			IF(acpinv.duedte >=(Date\$ -30))THEN(IF(acpinv.duedte <=(Date\$ -1))THEN(acpinv.invbal - acpinv.retain)ELSE(""))ELSE("")
4-1-3-31	31 - Vendor Current Aging	acpinv^60dayB	60 Day Balance
			IF(acpinv.duedte >=(Date\$ -60))THEN(IF(acpinv.duedte <=(Date\$ -31))THEN(acpinv.invbal - acpinv.retain)ELSE(""))ELSE("")
4-1-3-31	31 - Vendor Current Aging	acpinv^90dayB	90 day balance
			IF(acpinv.duedte >=(Date\$ -90))THEN(IF(acpinv.duedte <=(Date\$ -61))THEN(acpinv.invbal - acpinv.retain)ELSE(""))ELSE("")
4-1-3-31	31 - Vendor Current Aging	acpinv^curret	Current plus retainage
			IF(acpinv.duedte >= Date\$)THEN(acpinv.invbal)ELSE(IF(acpinv.retain = 0)THEN()ELSE(acpinv.retain))
4-3-0-21	21 - Set to Pay Report	actpay^numnme	Print job# or inv description
			IF(acpinv.jobnum = 0)THEN(acpinv.dscrpt)ELSE(acpinv.jobnum " " actrec.jobnme)
4-3-0-21	21 - Set to Pay Report	acpinv^scdpay	Secondary Payee Set to Pay
			IF(scdpay.setpay <> 0)THEN("Includes a two-party check to" scdpay.paynme "in the amount of \$"scdpay.setpay)ELSE()

16 SAMPLE REPORTS

03-01-02-03 AR Invoice List by Job / Phase

Heading	Record#	Date	Due Date	Invoice#	Description	Invoice Total	Balance
Group 1	Job:		acrnum^acrname	Contract:		actrec.cntrct	
Group 2	Phase:		acrinph	acrin^phsnam	Phase Amount:	jobphs.bllamt	
Detail	inv.recnu	acrinv.invdt	acrinv.due	acrinv.invnum	acrinv.dscrpt	acrinv.acvoid	acrinv.padbal
Subtotal 2	Phase Totals:					acrinv^ttlrel	acrinv^paybal
Subtotal 1	Job Totals:					acrinv^ttlrel	acrinv^paybal
Subtotal 1	<i>actrec.ntetxt</i>						
Totals	Grand Totals:					acrinv^ttlrel	acrinv^paybal

Actual Report Printout:

Record#	Date	Due Date	Invoice#	Description	Invoice Total	Balance
Job:			201 Trappen Motel	Contract:		\$1,967,991.00
Phase:				Phase Amount:		
6	01/25/200	02/25/200	201-P0-001-Pd	Prog. Bill #1	51,211.71	Paid
7	01/25/200	02/25/200	201-P0-001-Re	Prog. Bill #1	5,690.19	5,690.19
8	02/25/200	03/25/200	201-P0-002-Pd	Prog. Bill #2	70,062.93	Paid
9	02/25/200	03/25/200	201-P0-002-Re	Prog. Bill #2	7,784.77	7,784.77
Phase Totals:					134,749.60	13,474.96
Phase: 1		Building #1		Phase Amount:		
10	02/25/200	03/25/200	201-P1-001-Pd	Prog. Bill #1	59,944.05	Paid
11	02/25/200	03/25/200	201-P1-001-Re	Prog. Bill #1	6,660.45	6,660.45
12	03/25/200	04/25/200	201-P1-002-Pd	Prog. Bill #2	42,188.06	Paid
13	03/25/200	04/25/200	201-P1-002-Re	Prog. Bill #2	4,687.56	4,687.56
14	04/25/200	05/25/200	201-P1-003	Prog. Bill #3	85,420.65	8,542.07
30	05/25/200	06/24/200	201-P1-004	Progress Billing# 4	66,732.15	66,732.15
Phase Totals:					265,632.92	86,622.23
Phase: 2		Building #2		Phase Amount:		
15	02/25/200	03/25/200	201-P2-001-Pd	Prog. Bill #1	40,000.23	Paid
16	02/25/200	03/25/200	201-P2-001-Re	Prog. Bill #1	4,444.47	4,444.47
17	03/25/200	04/25/200	201-P2-002-Pd	Prog. Bill #2	4,444.47	Paid
18	03/25/200	04/25/200	201-P2-002-Re	Prog. Bill #2		Void
19	04/25/200	05/25/200	201-P2-003	Prog. Bill #3	101,481.60	10,148.16
27	03/25/200	04/25/200	201-P2-002-Re	Prog. Bill #2	493.83	493.83
31	05/25/200	06/24/200	201-p2-004	Progress Billing# 4	22,700.70	22,700.70
Phase Totals:					173,565.30	37,787.16

18 DATABASE FORMAT

Field # | Name | Table | Name | Description | Type | Length | Decimals | Related to

A/P INVOICE LINES

	A/P Invoice Lines			TABLE:	apiVn			
0	apivln.recnum	apivln	recnum	Record#	Numeric	10		acpinv.recnum
1	apivln.linum	apivln	linum	Line#	Numeric	6		
2	apivln.prtnum	apivln	prtnum	Part#	Numeric	15		tkfprt.recnum
3	apivln.prtsc	apivln	prtsc	Description	Character	75		
4	apivln.alpnum	apivln	alpnum	Alpha Part#	Character	30		
5	apivln.untsc	apivln	untsc	Unit	Character	10		
6	apivln.linqty	apivln	linqty	Quantity	Numeric	7	4	
7	apivln.linprc	apivln	linprc	Price	Numeric	8	6	
8	apivln.ex tttl	apivln	ex tttl	Total	Numeric	9	2	
9	apivln.hldamt	apivln	hldamt	Holdback	Numeric	9	2	
10	apivln.inv amt	apivln	inv amt	Invoice Amount	Numeric	9	2	
11	apivln.gstamt	apivln	gstamt	GST Amount	Numeric	9	2	
12	apivln.pstamt	apivln	pstamt	PST Amount	Numeric	9	2	
13	apivln.hstamt	apivln	hstamt	HST Amount	Numeric	9	2	
14	apivln.actnum	apivln	actnum	Account	Numeric	10		lgfact.recnum
15	apivln.subact	apivln	subact	Subaccount	Numeric	10		lgrsub.recnum
16	apivln.inv loc	apivln	inv loc	Location	Numeric	6		inv loc.recnum
17	apivln.sernum	apivln	sernum	Part Serial#	Character	25		
18	apivln.usrdf1	apivln	usrdf1	User Defined	Character	20		
19	apivln.gstsbj	apivln	gstsbj	Subject to GST	Yes/No	1		
20	apivln.gstov r	apivln	gstov r	GST Amount Overriden	Yes/No	1		
21	apivln.pstsbj	apivln	pstsbj	Subject to PST	Yes/No	1		
22	apivln.pstov r	apivln	pstov r	PST Amount Overriden	Yes/No	1		
23	apivln.hstsbj	apivln	hstsbj	Subject to HST	Yes/No	1		
24	apivln.hstov r	apivln	hstov r	HST Amount Overriden	Yes/No	1		
25	apivln.hldov r	apivln	hldov r	Holdback Overriden	Yes/No	1		
26	apivln.linref	apivln	linref	Subcontract Line Referenc	Character	32		
27	apivln.inv rec	apivln	inv rec	Related Invoice Record#	Numeric	10		

A/P INVOICE PAYMENTS

	A/P Invoice Payments			TABLE:	acppmt			
0	acppmt.recnum	acppmt	recnum	Record#	Numeric	10		acpinv.recnum
1	acppmt.dscrpt	acppmt	dscrpt	Description	Character	12		
2	acppmt.chknum	acppmt	chknum	Trans#	Character	15		
3	acppmt.chkdtc	acppmt	chkdtc	Date	Date	10		
4	acppmt.actper	acppmt	actper	Period	Numeric	2		
5	acppmt.amount	acppmt	amount	Amount Paid	Numeric	9	2	
6	acppmt.dscckn	acppmt	dscckn	Discount Taken	Numeric	9	2	
7	acppmt.aplcrd	acppmt	aplcrd	Credit Taken	Numeric	9	2	
8	acppmt.lgrec	acppmt	lgrec	Ledger Ref#	Numeric	10		
9	acppmt.achbch	acppmt	achbch	ACH Payment Batch#	Numeric	7		
10	acppmt.postyr	acppmt	postyr	Posting Year	Numeric	4		