



Create a New Custom Report

For our example, you will create the Employee Original Hire Date List report that retrieves the following information: employee First Name, employee Last Name and Original Hire Date.

If you are creating a custom report for the first time, you must first specify Abra Data Access as the data source. See reverse side for detailed instructions.

1. From the Abra Suite Quick Launch Toolbar, click the Crystal Button to launch Crystal Reports. The Welcome to Crystal Reports Dialog opens.
 2. Select As a Blank Report and click OK. The data Explorer dialog box opens.
 3. Click the plus sign to expand Favorites.
 4. Click the plus sign to expand Abra Date Access.
 5. Scroll through the list until you find the table(s) you want to include in the report and click once to highlight the table(s). For this example HRPERSNL.
 6. Click Add. A check mark is added to the table(s) you selected for the report.
 7. Click Close when you finish selecting the tables you need for the report.
 8. The report opens in Design mode with the Field Explorer dialog box visible.
- When you want to start creating more complex reports, refer to the Crystal Reports Online Help for detailed instructions.

Add a Report Title

1. From the Crystal Reports Main Menu, select Insert/Text Object. The field appears as a floating object.
2. Drag the field to the desired location on the report, for this example to the upper right hand corner of the Page Header band line and click once to anchor it in place.
3. Double-click in the text box and type Employee Original Hire Date List as the title of the report.
4. Drag your cursor over the title to highlight the text.
5. From the main menu select

- Format/Font. The Text Format dialog box opens.
6. From the Size drop-down list, select 14. Click OK.
7. If you need to expand the field to accommodate the larger text, move your cursor anywhere inside the text box and click once. The text box is highlighted and the crosshairs cursor displays.
8. Move the cursor to the right border of the text box until it changes to a left/right arrow.
9. Click and drag the cursor to resize the text box.

Add Column Headings

1. From the Crystal Reports Main Menu, select Insert/Text Object. The field appears as a floating object.
2. Drag the field to the desired location on the report, for this example to the lower left most position on the Page Header band line and click once to anchor it in place.
3. Double-click in the text box and enter Employee Name.
4. Drag your cursor over the title to highlight the text.
5. From the main menu, select Format/Font. The Text Format Dialog box opens.
6. From the Style drop-down list, select Bold. Click OK.
7. Repeat steps 1 through 6 to create a column heading for Original Hire Date, placing the column Heading in the center of the Page Header.

Add the Data

1. From the Main Menu, select Insert/Field Object. The field Explorer dialog box opens.
2. Click the plus sign to expand Database Fields and HRPERSNL.
3. Left-click and drag **p_fname** to the desired location on the report, for this example to the left most position of the Details band line. This will insert the employee's First Name on the report.
4. From the main menu select Format/Font. The Text Format Dialog box opens.

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5. From the Size drop-down list, select 8. Click OK
6. Repeat steps 1 through 5 to create columns for the employee's Last Name using **p_lname** and Original Hire Date using **p_orighire**.

Format the Report

1. Place your cursor over the separation line between the Page Header band line and Details band line. The cursor changes to an up/down arrow.
2. Click once and drag the separation line down approximately 1/8 inch.
3. From the main menu, select Insert/Line. The cursor changes to a pencil.
4. Place the cursor over on the Page Header band line under the Employee Name column heading.
5. Hold down the left mouse button and draw a line from the left side of the report to the right side of the report.
6. Right-click on the line and select Format Line. The Format Editor dialog box opens.
7. Change the Width to the widest option and Click OK.
8. Repeat steps 1 through 7 using the Page Footer.
9. From the Crystal Reports Main Menu, select File/Save As and save the report.
10. From the main menu, select File/Print Preview to see the result.

Using Multiple Databases

This example shows you how to add benefit plan descriptions and employee benefit premiums to the Employee Original Hire Date List report.

1. From the Crystal Reports Main Menu, select Database/Add Database to Report. The Data Explorer dialog box opens.
2. From the Data Explorer dialog box, click the plus sign to expand Favorites.
3. Click the plus sign to expand Abra Date Access.
4. Scroll through the list until you find the table(s) you want to include in the report and click once to highlight the table(s). For this example HBENE and HBEPLAN.
5. Click Add. A check mark is added to the table(s) you are adding to the report.
6. Click Close when you finish selecting the tables you need for the report. The Visual Linking Expert dialog box opens.
7. The dialog box shows all the tables currently in your report including any existing links.
8. Scroll through the primary database file,

- until you find the field you want to link. For this example **p_empno** in HRPERSNL.
- Left-click and drag the field from the primary database file to the corresponding field in the related database file. Once the database files are linked, a link line is created from the field in the primary database to the corresponding field in the related database. For this example drag **p_empno** in HRPERSNL to **b_empno** in HBENE.
 - Repeat steps 8 and 9 dragging **b_benefcode** in HBENE to **code** in HBEPLAN.
 - Click OK
 - From the Main Menu, select Insert/Field Object. The Field Explorer dialog box opens.
 - Click the plus sign to expand Database fields and HBEPLAN.
 - Left-click and drag **desc** to the desired location on this report. This will insert the benefit plan descriptions on the report.
 - Repeat steps 13 and 14 dragging **b_epremium** in HBENE to the desired location on the report. This will insert the employee's benefit premium on the report.

Define a Sort Order

This example shows you how to sort the report by the employee's Last Name.

- From the Crystal Reports Main Menu, select Report/Sort Records. The Record Sort Order dialog box opens.
- From the Report Fields list, double-click **hrpersnl.p_lname**. The field moves to the Sort Fields list.
- Select either ascending or descending as the Sort Direction.
- Click OK.

Insert a Group

This example shows you how to group the Report by the benefit plan description.

- From the Crystal Reports Main Menu, select Insert/Group. The Insert Group dialog box opens.
- From the first drop-down list, select **hbeplan.desc**.
- Click OK. The report adds a Group Header #1 section and the field Group #1 Name.

Insert a Summary

Summaries enable you to calculate averages, counts, and other group values.

This example shows you how to determine The number of employees in each group.

- Click once to highlight the **p_lname** field (not the column heading).
- From Crystal Reports Main Menu, select Insert/summary. The Insert Summary dialog box opens.
- From the first drop-down list, select Count.

- Click OK. The numeric field is inserted in the Group Folder #1 area.
- To the left of the Summary field, insert a text object called Employee Count.

Insert a Grand Total

This example shows you how to add a grand total to the report.

- Click once to highlight the **p_epremium** field (not the column heading).
- From the Crystal Reports Main Menu, select Insert/Grand Total. The Insert/Grand Total dialog box opens.
- From the first drop-down list, select Sum.
- Click OK. The numeric field is inserted in the Report Footer area.
- To the left of the Grand Total field, insert a text object called Grand Total.
- From the main menu, select File/ Print Preview and go to the last page of your report to see the result.

Note: For additional information on adding Subtotals and totals to reports, select Contents from Abra Suite's Help menu; go to the index and enter Sorting Grouping and Totaling.

Modify a Custom Report

You can modify the appearance and type of information that appears on the custom reports provided with Abra Suite. These custom reports are located in Report Libraries and are grouped by product, e.g. HR, Payroll, etc. Note that the location for the data defaults to Abra Data. Access for all the custom reports provided by Abra.

This example shows you how to add a field and label for the employee's date of birth to the Employee List.rpt.

- From the Abra Suite Quick Launch Toolbar, click the Crystal button to launch Crystal Reports. The welcome to Crystal Reports dialog opens.
- Select Open an Existing Report and More Files....
- Click OK.
- Navigate to the Report Libraries(Best Software/Abra Suite/Programs/Crystal) and open the appropriate product folder. In this case, HR. Select the Employees List.rpt file. The report opens in Design mode.
- From the Crystal Reports Main Menu, select Insert/Text Object. The field appears as a floating object.
- Drag the field to the desired location on the report, for this example between Name and Title and click once to anchor it in place.
- Double-click in the text box and enter Date of Birth.
- From the Main Menu, select Insert/Field Object. The Field Explorer Dialog box opens.
- Click the plus sign to expand Database Fields and HRPERSNL.
- Left-click and drag **p_birth** to the

desired location on the report, for this example between @Employee name and **p_jobtitle**.

- From the main menu, select File/Print Preview to see result.
- From the main menu, select File/Save. Be sure to save your newly edited report in a different folder. Report Libraries can be overwritten during upgrades, reinstallations, etc.

This example shows you how to remove the Employee's salary.

- Click the Design tab and enter into design mode.
- On the Page Header band line, right-click on Salary and select Delete.
- Right-click on the field name **p_annual** and select Delete.
- From the main menu, select File/Print Preview to see results.
- From the main menu, select File/Save.

Specify Abra Data Access

The first time you create your own custom Report, you must specify Abra Data Access as the data source.

- From the Abra Suite Quick Launch Toolbar, click the Crystal button to launch Crystal Reports.
- Select As a Blank Report and click OK. The Data Explorer dialog box opens.
- Click Options. The Options dialog box opens.
- In the List Tables and Fields by section, select Both.
- Click OK. The Data Explorer dialog box opens.
- Click the plus sign to expand More Data Sources.
- Click the plus sign to expand OLE DB.
- Click once to highlight Make New Connection.
- Click Add. The Data link Properties dialog box opens.
- Click once to highlight Abra Data Access (OLE DB Provider).
- Click OK. The Data Explorer dialog box opens.
- Under OLE DB, click once to highlight Abra Data Access.
- Click Add to Favorites.
- From the Data Explorer dialog box, click the plus sign to expand Favorites.
- Click the plus sign to expand Abra Data Access.
- Scroll through the list until you find the table(s) you want to include in the report and click once to highlight the table(s).
- Click Add. A check mark is added to the table(s) you select for the report.
- Click Close when you finish selecting the tables you need for the report.
- The report opens in Design mode with the Field Explorer dialog box visible.