

# BOC320

## SAP Crystal Reports - Business Reporting and Report Processing Strategies

### COURSE OUTLINE

Course Version: 16  
Course Duration:

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# Typographic Conventions

American English is the standard used in this handbook.

The following typographic conventions are also used.

This information is displayed in the instructor's presentation	
Demonstration	
Procedure	
Warning or Caution	
Hint	
Related or Additional Information	
Facilitated Discussion	
User interface control	<i>Example text</i>
Window title	<i>Example text</i>



# Contents

vii	<b>Course Overview</b>
<b>1</b>	<b>Unit 1: Report Wizard</b>
1	Lesson: Creating a Report Using the Report Wizard
<b>3</b>	<b>Unit 2: Running Totals</b>
3	Lesson: Building a Report with Running Totals
<b>5</b>	<b>Unit 3: Alerts</b>
5	Lesson: Building a Report with Alerts
<b>7</b>	<b>Unit 4: Functions</b>
7	Lesson: Using Functions and Operators in a Formula
<b>9</b>	<b>Unit 5: Control Structures</b>
9	Lesson: Writing Control Structures
<b>11</b>	<b>Unit 6: Variables</b>
11	Lesson: Creating Variables
<b>13</b>	<b>Unit 7: Templates</b>
13	Lesson: Applying Predefined Templates
13	Lesson: Building Custom Templates
13	Lesson: Building a Template Without a Data Source
<b>15</b>	<b>Unit 8: Introduction to Parameters</b>
15	Lesson: Using Simple Parameters
<b>17</b>	<b>Unit 9: Additional Parameter Properties</b>
17	Lesson: Applying Additional Parameter Properties
<b>19</b>	<b>Unit 10: Additional Applications for Parameters</b>
19	Lesson: Modifying Report Presentation with Parameters
<b>21</b>	<b>Unit 11: Dynamic List of Values for Parameters</b>
21	Lesson: Using Dynamic Parameters
<b>23</b>	<b>Unit 12: Arrays</b>
23	Lesson: Creating Arrays

<b>25</b>	<b>Unit 13:</b>	<b>Crosstabs</b>
25		Lesson: Creating Basic Crosstabs
25		Lesson: Formatting Crosstabs
<b>27</b>	<b>Unit 14:</b>	<b>Custom Functions</b>
27		Lesson: Describing Custom Functions
27		Lesson: Using Custom Functions
<b>29</b>	<b>Unit 15:</b>	<b>Sections</b>
29		Lesson: Dividing a Report Into Sections
29		Lesson: Formatting Sections
<b>31</b>	<b>Unit 16:</b>	<b>Introduction to Subreports</b>
31		Lesson: Describing Subreports
31		Lesson: Creating Unlinked Subreports
<b>33</b>	<b>Unit 17:</b>	<b>Linked Subreports</b>
33		Lesson: Creating Linked Subreports
33		Lesson: Using Shared Variables with Subreports
<b>35</b>	<b>Unit 18:</b>	<b>Report Linking</b>
35		Lesson: Creating On-Demand Subreports
35		Lesson: Building a Report with Linking
<b>37</b>	<b>Unit 19:</b>	<b>Report Processing</b>
37		Lesson: Explaining Multi-Pass Reporting
37		Lesson: Applying Evaluation Time Functions

# Course Overview

## TARGET AUDIENCE

This course is intended for the following audiences:

- Application Consultant
- Project Stakeholder
- Super / Key / Power User





## Lesson 1: Creating a Report Using the Report Wizard

### Lesson Objectives

After completing this lesson, you will be able to:

- Create a report using the Report Wizard



## Lesson 1: Building a Report with Running Totals

### Lesson Objectives

After completing this lesson, you will be able to:

- Create a running total field using the Running Total Expert



## Lesson 1: Building a Report with Alerts

### Lesson Objectives

After completing this lesson, you will be able to:

- Build a report with alerts



## Lesson 1: Using Functions and Operators in a Formula

### Lesson Objectives

After completing this lesson, you will be able to:

- Use String Functions
- Use Date and Time functions
- Use Print State functions





## Lesson 1: Writing Control Structures

### Lesson Objectives

After completing this lesson, you will be able to:

- Write formulas with Multiple Conditional Statements
- Write a formula with a Select statement



## Lesson 1: Creating Variables

### Lesson Objectives

After completing this lesson, you will be able to:

- Create variables
- Reference variable values



## Lesson 1: Applying Predefined Templates

### Lesson Objectives

After completing this lesson, you will be able to:

- Apply a predefined template
- Remove an applied template from a report

## Lesson 2: Building Custom Templates

### Lesson Objectives

After completing this lesson, you will be able to:

- Build a template from an existing report

## Lesson 3: Building a Template Without a Data Source

### Lesson Objectives

After completing this lesson, you will be able to:

- Build a template without a data source



## Lesson 1: Using Simple Parameters

### Lesson Objectives

After completing this lesson, you will be able to:

- Create simple parameters
- Apply common parameter properties
- Use the Parameter Panel
- Create range parameters





## Lesson 1: Applying Additional Parameter Properties

### Lesson Objectives

After completing this lesson, you will be able to:

- Use descriptions in lists of values
- Set restrictions on parameters



## Lesson 1: Modifying Report Presentation with Parameters

### Lesson Objectives

After completing this lesson, you will be able to:

- Use parameters for conditional formatting
- Display range and multiple value parameters
- Use parameters to create groups



## Lesson 1: Using Dynamic Parameters

### Lesson Objectives

After completing this lesson, you will be able to:

- Use dynamic parameters



## Lesson 1: Creating Arrays

### Lesson Objectives

After completing this lesson, you will be able to:

- Assign values to an array
- Create dynamic arrays





## Lesson 1: Creating Basic Crosstabs

### Lesson Objectives

After completing this lesson, you will be able to:

- Create a basic crosstab

## Lesson 2: Formatting Crosstabs

### Lesson Objectives

After completing this lesson, you will be able to:

- Format a crosstab
- Conditionally format a crosstab
- Insert calculated members in a crosstab



## Lesson 1: Describing Custom Functions

### Lesson Objectives

After completing this lesson, you will be able to:

- Describe custom functions

## Lesson 2: Using Custom Functions

### Lesson Objectives

After completing this lesson, you will be able to:

- Extract custom functions from formulas
- Store custom functions for reuse



## Lesson 1: Dividing a Report Into Sections

### Lesson Objectives

After completing this lesson, you will be able to:

- Insert sections in a report
- Move sections
- Delete sections
- Manipulate sections using the Section Expert

## Lesson 2: Formatting Sections

### Lesson Objectives

After completing this lesson, you will be able to:

- Apply conditional formatting to sections
- Apply section underlay
- Format a report with multiple columns



## Lesson 1: Describing Subreports

### Lesson Objectives

After completing this lesson, you will be able to:

- Describe subreports
- Compare linked and unlinked subreports

## Lesson 2: Creating Unlinked Subreports

### Lesson Objectives

After completing this lesson, you will be able to:

- Use a pre-existing report as a subreport
- Create a subreport using the Report Wizard
- Modify a subreport





## Lesson 1: Creating Linked Subreports

### Lesson Objectives

After completing this lesson, you will be able to:

- Create linked subreports

## Lesson 2: Using Shared Variables with Subreports

### Lesson Objectives

After completing this lesson, you will be able to:

- Use shared variables with subreports



## Lesson 1: Creating On-Demand Subreports

### Lesson Objectives

After completing this lesson, you will be able to:

- Create on-demand subreports

## Lesson 2: Building a Report with Linking

### Lesson Objectives

After completing this lesson, you will be able to:

- Add a linked object to a report
- Convert fields to hyperlinks



## Lesson 1: Explaining Multi-Pass Reporting

### Lesson Objectives

After completing this lesson, you will be able to:

- Explain multi-pass reporting

## Lesson 2: Applying Evaluation Time Functions

### Lesson Objectives

After completing this lesson, you will be able to:

- Identify the purpose of evaluation time functions